

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(CUSTOMER SERVICE & PROVINCIAL OFFENCES ADMINISTRATION DIVISION -- LOCATION -- 71 MAIN ST W, 1ST FLOOR)

SENIOR FINANCIAL ANALYST – CUSTOMER SERVICE & POA

OVERVIEW

Reporting functionally to the Director, Customer Service & Provincial Offences Administration. Provides strategic policy advice, consulting services and project leadership in delivery of services to the division, public and internal clients. Prepares and recommends strategic/corporate financial and operating budgetary policies and long range fiscal strategies in the delivery of services to meet mandated goals and objectives. Supports and administers the City's current and multi-year budgeting software.

Brings a "best practices" approach with a strong emphasis on customer service to all duties, activities and special development projects undertaken.

Evaluates and makes recommendations for improvements in various Operating Budget areas by measuring existing situation against internal and external benchmarks. Designs, recommends and may implement financial and capital budgetary strategies to improve performance, effectiveness, efficiency and strengthen the corporation's financial position. Sets above average standards and leads by example.

Possesses a demonstrated record of strong project leadership and organization, customer focus, innovation/creativity, and is results oriented.

Possesses strong written and oral communication skills combined with highly developed technical skills, personal integrity and professional commitment.

RESPONSIBILITIES

You will undertake various departmental ~~Operating~~ Budget and other financial projects and studies for the Director, Customer Service & Provincial Offences Administration. Accountable and responsible for the delivery of professional services and sound, strategic policy advice to meet the growing needs of Council, senior management, staff, the public, residents and businesses of the City of Hamilton.

The Senior Financial Analyst is accountable to the Director, Customer Service & Provincial Offences Administration for ensuring all projects and responsibilities are provided in accordance with City and Provincial guidelines with minimal disruption to the public and is in the most effective and efficient manner consistent with the City of Hamilton Mission, Vision and Values.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Researches, develops and recommends short/long term fiscal strategies, and finance/budgetary policies in accordance with City strategic directions, guidelines and requirements of Provincial Legislation. Monitors operating budget performance and recommends related variance policies and strategies. Co-ordinates and assists in the preparation and publication of the City of Hamilton's annual Operating Budget and related presentations/reports.

Provides policy advice and recommendations for the City's utility rate and tax policies.

Co-ordinates and assists in cost benefit analysis studies, project evaluation and assists departments/divisions in operating budget analysis, recommending effective financial strategies and monitoring current impacts; long and short-term.

Provides support to the administration and development of the Questica Budget System including significant liaison with the vendor.

Provides creative project leadership through consultation with peers.

Develops project organizational structures and timetables to ensure timely preparation and completion of all tasks.

Develops and empowers other junior staff team members through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and technical direction.

Develops policies and procedures for planning, preparation, monitoring, and controlling operating budgets.

Participates on cross-departmental teams, and regularly acts as corporate advocate, in discussions on development policy issues.

Responds to issues and queries raised by Council, corporate management and the public.

Researches issues of compliance with Provincial and Federal statutes and regulations and Municipal by-laws and policies.

Monitors and examines market conditions and emerging trends that impact the municipal sector.

Provides professional consultation and sound policy advice, including reports, to Council and its Committees.

Responds to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Leads various special studies and other corporate/strategic policy reviews of a financial nature.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Advanced knowledge of fiscal strategies, finance and budgets normally acquired through the completion of a University degree in Business Administration, Commerce or Economics or an equivalent combination of education and related work experience.
2. Progressive experience with municipal finance policies.
3. Demonstrated ability to effectively manage projects and policy portfolios in a results oriented environment and in a predominantly unionized environment.
4. Demonstrated experience in designing and delivering customer focused policies, programs and services.
5. Highly developed analytical, technical, organizational and problem solving skills.

6. Excellent ability to conceptualize problems, build complex computer models and recommend appropriate policy solutions/responses.
7. Highly effective facilitation, communication, presentation, interpersonal and organizational skills.
8. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
10. Demonstrated ability to support and administer enterprise financial software
11. Excellent knowledge of computer software applications, emerging trends and related systems.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
