

## CITY OF HAMILTON

**CORPORATE SERVICES DEPARTMENT**  
**(FINANCIAL SERVICES, TAXATION & CORPORATE CONTROLLER DIVISION – ACCOUNTING SERVICES –**  
**LOCATION – 28 JAMES ST. N., 4<sup>th</sup> FLOOR)**

**SENIOR FINANCIAL ANALYST – ACCOUNTING**

**OVERVIEW**

Reporting to the Manager, Accounting Services, the Senior Financial Analyst - Accounting will provide financial analysis, scenario analysis and sound strategic advice in the management and monitoring of the operations of the Accounting Services Section within the Financial Services Division. The Senior Financial Analyst – Accounting also develops comprehensive funding scenarios on the performance and financial sustainability of services within the Financial Portfolio as well as support the decision-making process.

**RESPONSIBILITIES**

Responsible for providing support and oversight in the preparation of complex annual financial statements for the City's consolidated operations, pension funds and Trust funds. Overseeing compliance with statutory reporting requirements for financial reporting and Harmonized Sales Tax and other commodity taxes in order to fulfil the City's accountability responsibilities and financial stewardship obligations. The Senior Financial Analyst – Accounting will act as support to the Manager for the oversight of service contract agreements, bank reconciliations, account analysis, expenditure and revenue analysis, financial transactions, monthly management reporting and controls on financial reporting.

**GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)**

Evaluates, researches and makes recommendations on accounting standards and provincial and federal government policies.

Provides support for financial system implementation, upgrades and enhancements.

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

Provides technical guidance and advice to user department staff to ensure compliance with legislation, bylaws, policies, and procedures that enhance the City's accuracy in accounting and financial reporting.

Co-ordinates and supports the preparation and completion of the City's annual consolidated financial statements, pension funds and trust statements.

Co-ordinates and supports the preparation and completion of the year-end Financial Information Return to the Ministry of Municipal Affairs.

Provides support for statutory reporting queries for Harmonized Sales Tax and other commodity taxes.

Supports control adherence to established municipal accounting policies and practices by analysing balance sheet accounts to ensure the accounts are used for intended purposes and the balance is accurate and appropriate.

Provides support on Statistic Canada survey filings.

Supports the development, negotiation and management of applicable agreements as well as the timely reporting of performance.

Develops and delivers presentations to staff, management and council members.

Leads project implementation teams, where required.

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

Provides direction and training to other staff as required.

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.

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

### **QUALIFICATIONS**

1. Post secondary education in a professional discipline pertinent to the job functions combined with relevant sound business administration skills combined with advanced knowledge of fiscal strategies, finance and budgets experience normally acquired through the completion of a University Degree in Business Administration, Commerce or Economics and/or a recognized professional accounting designation such as (CPA, CFA) or an equivalent combination of education and related work experience.
2. Strong knowledge of GAAP and technical pronouncements.
3. Strong knowledge and experience in financial analysis and scenario analysis.
4. Highly developed analytical and financial analysis skills with a proven track record in financial modeling.
5. Working experience of municipal financial reporting.
6. Working experience of Harmonized Sales Tax and other commodity taxes.
7. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
8. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
9. Current and detailed understanding of the policy environment and government operations.
10. Proven ability to contribute meaningfully to the strategic and business planning processes and direction of the organization. Ability to maintain confidentiality.
11. Highly developed analytical, technical, organizational and problem solving skills.
12. Excellent ability to conceptualize problems, build complex computer models and recommend appropriate policy solutions / responses.
13. Highly effective facilitation, communication, presentation, interpersonal and organizational skills. Strong written communication skills to create clear, well-developed reports, presentation materials with ability to present complex financial concepts to non-financial audiences.
14. Demonstrated ability to effectively manage projects and policy portfolios in a results oriented environment and in a predominantly unionized environment.

15. Experience implementing computer systems or integrating computer systems is considered an asset.
16. Excellent knowledge of computer software applications. Working knowledge of Word, Excel, PowerPoint, Outlook, PeopleSoft, CaseWare, other equivalent financial reporting systems and software.

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

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