



## HIRING FINANCIAL ANALYST

The Municipality of Bluewater is recruiting a Financial Analyst who shares our values of teamwork, respect and commitment. You will be joining a team of dedicated, professional and hard-working colleagues, willing to go the extra mile.

This key position reports to the Manager of Finance/Treasurer. The Financial Analyst is responsible to perform various activities in a revenue billing and collection operation as well as accounting, including: preparation, processing, collection, and recording of accounts receivable invoices and payments received; reconciliation of grant revenues, municipal drain receivables, and tile drain loans, responding to tax inquiries in the absence of the Tax Clerk, general journal entries, and financial reporting. The Financial Analyst provides financial and statistical analysis for municipal departments and supports the Finance Department in all facets.

A criminal record check, as well as proof of being fully vaccinated for COVID-19, must be provided by the date of employment.

The salary range for this position is \$53,138 to \$66,417.

In addition, the municipality has a generous benefits package which includes health, dental, life and OMERS defined benefit pension.

Interested persons please submit resumes to:

Municipality of Bluewater  
Jodi Overholt, Executive Assistant  
P.O. Box 250, 14 Mill Ave.  
Zurich ON, N0M 2T0

P: 519-236-4351, Ext. 229

E: [joverholt@municipalityofbluewater.ca](mailto:joverholt@municipalityofbluewater.ca)

Resumes will be accepted until 10:00 am on Tuesday, September 6, 2022.

*The Municipality of Bluewater is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.*

## MUNICIPALITY OF BLUEWATER

### **POSITION DESCRIPTION: Financial Analyst**

**DEPARTMENT:** Finance Department

**REPORTS TO:** Manager of Finance/Treasurer

**POSITIONS SUPERVISED:** None

**PAY STATUS:** Hourly (37.5 hours per week)

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#### **Position Summary**

Reporting to the Manager of Finance/Treasurer, the Financial Analyst is responsible to perform various activities in a revenue billing and collection operation as well as accounting, including: preparation, processing, collection, and recording of accounts receivable invoices and payments received; reconciliation of grant revenues, municipal drain receivables, and tile drain loans, responding to tax inquiries in the absence of the Tax Clerk, general journal entries, and financial reporting. The Financial Analyst provides financial and statistical analysis for municipal departments and supports the Finance Department in all facets.

#### **Major Responsibilities:**

Processes accounts receivable (A/R) as required by municipal departments. Prepares invoices/monthly statements and mail to customers.

Answers questions and provides information to customers regarding A/R. Runs penalty on overdue accounts, monthly.

Balances A/R sub ledger with the general ledger monthly. Follows up and contacts taxpayers, ratepayers, and customers as required on outstanding accounts.

Reviews and reconciles annual Roads Grant including making required journal entries.

Works with Tax Clerk to add Finance Department fees and specific uncollected items to the tax roll at regular intervals.

Responds to tax inquiries and prepares tax certificates in the absence of the Tax Clerk and provides backup to the Tax Clerk.

Works with Development Services to track and reconcile Developer securities, and A/R invoices for reimbursement of expenditures incurred on behalf of the developer.

Responsible for financial duties related to tile drain loans, specifically, invoicing ratepayers.

Reconciles and prepares journal entries for tile drain loan debentures.

Records and tracks outstanding balances for Municipal Drain Construction and Maintenance Programs. Research/Apply for applicable grants.

Creates and books fuel usage for the operation department monthly. Records adjusting journal entries upon request from other departments.

Oversees balancing of bank accounts to bank statements and G/L monthly.

Perform accounting duties such as journal entries, cost allocations, analyzing and reconciling ledger accounts, setting up and maintaining expenditures and revenue working papers, spreadsheets and reconciliation to the general ledger.

Preparation of various weekly, monthly, quarterly, and annual reconciliations and reports; analyze, adjust and summarize information for inclusion in financial reports.

Assist in the preparation of financial reports and reconciliations related to grants.

Assist in the preparation of portions of the annual operating budget.

Assist with update of the municipal Asset Management Plan and alignment with capital projects into budget software.

Provides year-end reconciliation and other information to the Auditor as required.

Assist in other special projects and assignments as a financial resource, as assigned.

Maintain document retention for all finance related control documents.

Other duties as assigned.

**More Details:**

The job requires the incumbent to safeguard the confidentiality of taxpayer and customer information.

**Qualifications:**

Minimum of a diploma in Accounting, Business Administration or related field.

Minimum of two years' experience in a similar role, preferably in a municipal environment.

Skilled in current software programs including advanced Microsoft Office and financial programs.

Completion of the Municipal Tax Administration Program (MTAP) Units I and II through Ontario Municipal Tax and Revenue Association, or willing to obtain within first year of employment.

Solid understanding of financial reporting and accounting concepts.

Excellent organizational and multi-tasking skills, with the ability to meet tight deadlines, identify priorities, and deal with conflicting work demands in a fast-paced environment.

Excellent customer service, communication and analytical and problem-solving skills.

Proven attention to detail, high level of accuracy, and proficiency in finance/mathematics.

**Working Conditions:**

Work is performed in an open-concept, standard office setting.

Work is performed to meet regular deadlines and up to 90% of the workday is spent working at a personal computer.

Incumbent is required to deal with complaints from the public and irate people on an occasional basis.

Incumbent is frequently interrupted to deal with questions and concerns from taxpayers and customers.

**Approvals:**

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date