



Job Posting Junior Financial Analyst

Type: Full-time

Salary: \$29.34-\$34.52 per hour plus Health and Dental Benefits and enrolment in OMERS Pension Plan.

Hours of work: 34.5 hours per week

Department: Finance

The **Township of Douro-Dummer** is a community offering outstanding lifestyle options and is comprised of small and large businesses, farmlands, beautiful lakes and rivers, parks, walking trails, and recreational opportunities.

We are seeking a **Junior Financial Analyst** who will report to the Treasurer. This position will be responsible for supporting capital asset accounting and asset management functions, co-ordinating the Township's procurement procedures, completing grant applications and reporting, supporting the development and monitoring of the annual budget, administering the Township's insurance and supporting the customer service function. This position will also support the Treasurer with special projects and ad-hoc analysis on an ongoing basis. This position will expose the successful candidate to a variety of topics and be a great opportunity for someone to learn the foundations of municipal finance.

Key job functions:

- Administer and maintain capital asset software and reports;
- Support the development and maintenance of the Asset Management Plan;
- Maintain the project costing module by setting up new projects and phases, creating and distributing reports and monitoring the project budgets;
- Complete entries related to funding of capital projects and reconciling reserve and reserve fund accounts;
- Co-ordinate the tender, proposal, and quote processes from inception through to completion;
- Assist in the preparation of bid documents;
- Monitor purchasing activity for compliance with the procurement by-law;
- Support active participation in co-operative purchasing groups;
- Monitor available grants and co-ordinate completion of applications;

- Complete required grant reporting by compiling financial data, updating project status and then submitting to the appropriate agencies;
- Maintain a comprehensive property and liability coverage by providing required information to the insurance providers;
- Act as main contact with insurance providers, brokers and adjusters, as well as with staff, legal counsel and claimants;
- Administrate, record, track and provide summary of insurance claims and incident reports;
- Support the Treasurer with the development and monitoring of the Operating and Capital budget;
- Assist with the monthly Capital status report;
- Monitor the organization's cash flow;
- Respond to Municipal Customer Service Requests as required by answering phone calls, assisting residents at the front counter and collecting payments for various items;
- Support the Treasurer as needed with research and ad-hoc analysis as required;
- Participate in special projects that may include process reviews, system improvements and studies;
- Other duties as assigned.

Training and Qualifications:

- Post-secondary degree or diploma in business, economics, accounting or finance;
- Working toward or completion of the Municipal Administration Program and Municipal Accounting & Finance Program (AMCTO) is considered an asset;
- 1-3 years of experience in a progressive financial position is preferred;
- Excellent judgement, tact, time management, organizational, and customer service skills;
- Advanced proficiency with Microsoft Office (including but not limited to Word, Excel, Outlook, Power Point)
- Experience working with financial software (Great Plains would be an asset);
- Demonstrated knowledge of accounting processes and attention to detail and accuracy;
- Ability to establish and maintain effective working relationships;
- Ability to work independently and in a team setting with a high degree of confidentiality, autonomy, accuracy, and reliability;
- Possess and maintain a valid "G" driver's license and have use of a vehicle;
- Obtain and maintain a "clean" criminal reference verification (bondable)

Candidates are invited to visit our website to view a more detailed job description for this role. Qualified applicants are encouraged to submit their resume information your application to **paulc@dourodummer.on.ca**. Applications must be clearly marked "Junior Financial Analyst" and will be received in confidence no later than **June 9th at 2:00pm**.

The Township of Douro-Dummer is an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the Township's goods, services and facilities. If contacted for an employment opportunity, please advise the Township office if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted.