

**MUNICIPALITY OF HURON EAST
JOB DESCRIPTION**

POSITION TITLE:	Financial Analyst/Deputy Treasurer	
Department:	Finance	
Reports to (Title)	Director of Finance / Treasurer	
Job Description last updated on (Date):	July 10, 2023	

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Full-Time
Primary Work Location	Town hall
Pay Method (salary/hourly)	Hourly
Normal Workweek (# of hours)	40 hours / week + Meetings
Overtime Status (paid/unpaid/rate/after x# hours)	Time in lieu after 40 hours
Benefits:	OMERS? YES Group Benefits? YES

GENERAL DESCRIPTION (OVERVIEW) OF POSITION	
To	
1.	Scope of position
	<ul style="list-style-type: none"> i. Liaises with Department managers to develop, implement and maintain the Capital Asset Management Listing. ii. Liaises with Drainage Superintendent and Clerk to process and track grant applications and reports for municipal drains. iii. Responsible for the preparation of data and financial analysis as requested by the Director of Finance / Treasurer. iv. Assists the Director of Finance / Treasurer in the preparation of the annual budget, financial reporting and annual external audit, as requested. v. Assist with trouble shooting for computer, phone, computer software and hardware issues, as requested vi. Have an understanding of the operational functions of the Finance Department including Property Tax, A/R, and A/P and Treasurer. vii. Along with the Deputy Treasurer/Tax Clerk, assumes responsibilities of the Director of Finance / Treasurer in the absence of the Director of Finance / Treasurer.

2.	Key Responsibilities
	<ul style="list-style-type: none"> i. Develop, configure and maintain municipal Fixed Asset Management System. ii. Maintain the drainage records and all applicable grant forms and reconciliations of the drainage accounting function. iii. Track and report on grants annually as approved by the Director of Finance/Treasurer.

- iv. Assist the Director of Finance/Treasurer in the preparation with policy and procedure updates and revisions.
- v. Assist the Director of Finance/Treasurer in the preparation of Grant Applications.
- vi. Completes bank reconciliation for the review of the Director of Finance/Treasurer.
- vii. Completes investment and trust account reconciliations for review by the Director of Finance/Treasurer
- viii. Assist the Director of Finance/Treasurer in the preparation and reconciliation of audit working papers for external audit.
- ix. Supports the Director of Finance/Treasurer in budget preparation and variance reporting.
- x. Preparation and posting of assigned recurring journal entries.
- xi. Maintain and reconcile accounting schedule as assigned by Director of Finance/Treasurer.
- xii. Other job duties as assigned by the Director of Finance/Treasurer.
- xiii. Work in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies, procedures, practices and operational guidelines, and perform safe work practices.

SECTION A: SKILLS

1.	Knowledge
a)	Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)
	<ul style="list-style-type: none"> • University degree or three year diploma in accounting, finance or related field.
b)	Formal Training (designation(s) or certification(s)) required:
	<ul style="list-style-type: none"> • Completion of or working towards a Chartered Professional Accountant designation. • Enrollment in or completion of the Municipal Accounting and Finance Program sponsored by the Association of Municipal Clerks and Treasurers Ontario (AMCTO). • Completion of or working towards Asset Management Training through AMO or MFOA. • Must have and maintain a clear Criminal Reference Check
c)	Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.
	<ul style="list-style-type: none"> • Minimum of five (5) years of experience with similar responsibilities, preferably in a municipal environment. • Working knowledge of regulatory requirements, asset management standards, Public Sector Accounting Standards, and O.Reg 588/17. • Experience working with job related software (Microsoft Office, Great Plains, Citywide, etc.). • Shall possess strong skills in leadership within a non-unionized environment, public relations, record keeping, problem solving, report writing, project/time management, analysis, and communication, both oral and written and shall exhibit excellent interpersonal skills. • Must ensure a high level of confidentiality, integrity and professionalism at all times.

d)	Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands	
	Time Management is critical	Ability to work independently and as part of a team
	Numeracy	High degree of confidentiality
	Knowledge of local by-laws.	Communication skills
	Quick learner	Proficiency and accuracy in data entry
	Ability to work with constant interruptions and under pressure	Organizational planning and administration
	Reliable, detail orientated, accurate	Records Management
	Customer Service Skills	

3.	Communication – written, verbal and interpersonal	
	a. Excellent interpersonal and communication skills are essential	
a)	Internal contacts (council, managers, non management staff)	
	Council, CAO, Treasurer, Department Heads, and peers	
b)	External Contacts (general public, suppliers, government, professionals, boards, etc)	
	General public, suppliers, government, professionals, ministry contacts, and boards.	
	Nature of the communication:	
	<ul style="list-style-type: none"> • Contact are within the organization, with outside government agencies, and with the public to exchange information. • May answer routine, straightforward questions. • Communication of complex information • Communicating with difficult people in varying situations can be regular occurrences, and shall tactfully be referred to others when necessary. 	

SECTION B: EFFORT

1.	Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.
	<ul style="list-style-type: none"> • Concentration required at times, some complexity to work, analysis and problem solving. • High level of confidentiality at all times.
2.	Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.
	<ul style="list-style-type: none"> • Minimal amount of physical fatigue. • Manual dexterity for using computer keyboard • High volume of work at times. • Moderate amount of mental fatigue

SECTION C: RESPONSIBILITY

1.	Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning
	<ul style="list-style-type: none"> • Performing of duties has an immediate effect on the provision of programs/services. • Contact with the public in terms of inquiries. • Gives input for development and evaluation of programs/services, process and procedures, and input for policy development. • Work involves a high level of detail and accuracy. • Track requested KPIs and provide analysis on progress, challenges and actions to correct issues encountered. • Must be able to meet deadlines.
2.	Human Resources: personnel policies and procedures, supervision, health and safety, training
	<ul style="list-style-type: none"> • Follows municipal Human Resources policies and procedures as instructed. • Coordination of own tasks.
3.	Material & information resources – equipment, property, data records and software, confidentiality
	<ul style="list-style-type: none"> • Responsible for highly confidential information. • Uses equipment in a safe manner. • Responsible for adherence and compliance to information technology security measures.

4.	Financial Resources – budgets, treasury, accounting and confidentiality
<ul style="list-style-type: none"> • Routine accounting and financial reporting. • Responsible for assisting with the overall budget and department budget. • Consults with peers and Department Managers. • High degree of confidentiality required. 	

SECTION D: WORKING CONDITIONS

1.	Physical surroundings and hazards
<ul style="list-style-type: none"> • Works in an office setting with a reasonable amount of predictability. • Possible exposure to difficult individuals, risk is mitigated by physical barriers and training. • Minimal exposure to hazards. • Minimal risk of injury. 	
2.	Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption
<ul style="list-style-type: none"> • Moderate interruptions. • Limited contact with the public. • Many varying deadlines; • Low level of monotony; • Frequent requirement to adjust work schedule. • Meeting allowance paid for designated evening meetings. 	

SECTION E: APPROVAL

Employee Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Name	
Signature	
Date	

Supervisor Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	

Next Level of Supervision (If applicable) I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	