



POSITION VACANCY

Call Number:	2023 - 11
Position:	Senior Financial Analyst
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm, Monday to Friday (35 hour work week)
Location:	City Hall, 4310 Queen Street, Niagara Falls, Ontario
2022 Salary Range:	\$78,289 - \$97,861
Date Posted:	January 18, 2023
Closing Date:	February 8, 2023 at 4:00 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:00 p.m. on **Wednesday, February 8, 2023**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION

Finance

POSITION TITLE:

Sr. Financial Analyst

POSITION SUMMARY:

Under the direction of the Manager of Accounting, the Sr. Financial Analyst is accountable to provide financial support for budgeting, financial reporting, internal audit reviews and capital asset planning and reporting.

RESPONSIBLE TO:

Manager of Accounting

SUPERVISES:

N/A

RESPONSIBLE FOR:

1. To investigate, analyze and provide technical reports outlining improvements as needed, on the strength of internal controls that the Corporation relies upon for the accurate recording of transactions.
2. Responsible for providing detailed analysis and reporting of quarterly and annual operating results including variance analysis.
3. Develop and maintain systems for forecasting revenues and expenses in the annual operating and capital budget projects.
4. Perform operational reviews for operating units as required. Reviews will include research, evaluation of performance and recommendations for improvements to the efficiency and effectiveness of the operating unit.
5. Assist with the development, implementation and maintenance of the City's asset management plan.

POSITION REQUIREMENTS:

Minimum is a University Degree in Accounting or Finance.

Professional accounting designation (CPA).

Completion of a municipal accounting or finance program would be an asset.

At least three (3) years experience in accounting, budgeting and capital asset planning.

Experience with Public Sector Accounting and/or not for profit accounting standards is an asset.

Revised: December 6, 2018