



## POSITION VACANCY

*The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.*

<b>Call Number:</b>	<b>2024- 79</b>
<b>Position:</b>	<b>Senior Financial Analyst</b>
<b>Type of Vacancy:</b>	Permanent
<b>Work Schedule:</b>	Monday to Friday, 8:30 am to 4:30 pm (35 hours per week)
<b>Location:</b>	City Hall (4310 Queen Street, Niagara Falls)
<b>Salary/Wage Range:</b>	\$81,691 to \$102,114 per year Plus, a comprehensive benefits package and defined benefit retirement pension
<b>Date Posted:</b>	October 17, 2024
<b>Closing Date:</b>	<b>November 8, 2024 at 4:00 pm</b>

Further details on this position are attached.

To apply, please submit a cover letter and resume to [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs)

Applications must be submitted online and will be accepted until  
**4:00 pm on November 8, 2024**

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at [HRDepartment@niagarafalls.ca](mailto:HRDepartment@niagarafalls.ca) or 905-356-7521. 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.

## **CITY OF NIAGARA FALLS POSITION DESCRIPTION**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

<b>POSITION TITLE:</b>	<b>Senior Financial Analyst</b>
<b>POSITION SUMMARY:</b>	Under the direction of the Supervisor of Financial Reporting and Analysis, the Senior Financial Analyst is accountable to provide financial support for budgeting, financial reporting, internal audit reviews and capital asset planning and reporting.
<b>DIVISION / DEPARTMENT:</b>	Corporate Services / Finance
<b>RESPONSIBLE TO:</b>	Supervisor of Financial Reporting and Analysis
<b>SUPERVISES:</b>	N/A
<b>EQUIPMENT &amp; TOOLS USED:</b>	General office equipment, computer, and applicable software.
<b>WORKING CONDITIONS:</b>	Standard office environment.

### **RESPONSIBLE FOR:**

1. Providing financial/accounting and technical assistance to Divisions/Departments including user training/support for financial-related systems, especially as it pertains to budget and financial reporting, and business processes.
2. Performing detailed analysis and reporting of quarterly and annual operating and capital results including but not limited to budget variance analysis, cashflow analysis, and forecasting.
3. Developing and maintaining systems for forecasting revenues and expenses, reserves and reserve funds to support the annual operating and capital budget process.
4. Performing operational and capital reviews for Divisions/Departments as required. Reviews will include research, evaluation of performance and recommendations for improvements to the efficiency and effectiveness of the Division/Department.
5. Supporting the implementation and maintenance of the City's asset management plan.
6. Reconciling and analyzing external revenue sources such as grants, development charges, cost-sharing agreements etc.

### **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.