



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.

Call Number:	2024 - 88
Position:	Supervisor of Financial Reporting and Analysis
Type of Vacancy:	Permanent
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm (35-hour work week)
Location:	City Hall (4310 Queen Street, Niagara Falls)
Salary/Wage Range (2024):	\$87,358 to \$109,198 per year Plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	November 20, 2024
Closing Date:	December 13, 2024 at 4:00 pm

Further details on this position are attached.

To apply, please submit a cover letter and resume via www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until
4:00 pm on December 13, 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 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 principal 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.

POSITION TITLE: **Supervisor of Financial Reporting and Analysis**

POSITION SUMMARY: Under the direction of the Senior Manager of Capital Accounting, the Supervisor of Financial Reporting and Analysis will provide support to the Senior Manager of Capital Accounting and the Director of Finance by assisting in financial analysis, reporting to Council, auditors and external parties, as well as being responsible to supervise staff.

DIVISION / DEPARTMENT: Corporate Services / Finance

RESPONSIBLE TO: Senior Manager of Capital Accounting

SUPERVISES: Financial Analysts (5), Capital Accounting Coordinator

RESPONSIBLE FOR:

1. Provide direct front line supervision and responsible for providing training, operational work assignments, guidance, discipline and performance evaluations for staff.
2. Responsible for a variety of accounting functions including, but not limited to: reviewing, approving or preparing Council reports, journal vouchers and variance analysis prepared by staff.
3. Investigate, analyse 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.
4. Responsible for providing detailed analysis and reporting of quarterly and annual variance analysis relating to Corporate labour, benefits and overtime.
5. Develop, maintain and review systems for forecasting revenues and expenses in the annual operating and capital budget projects, as well as cash flow forecasting.
6. 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.
7. Represent the Finance Department as required on technical matters in discussion with the City's auditors, other City departments, consultants, local boards, and other government agencies.

POSITION REQUIREMENTS:

- Must possess a recognized Accounting Designation (CPA, CA, CPA, CMA or CPA, CGA) with a University Degree in Business Administration, Accounting, Finance, or related discipline.
- At least three (3) years related experience.
- Thorough knowledge of relevant computer applications and ability to communicate effectively.