



## EMPLOYMENT OPPORTUNITY

The Town of Pelham Corporate Services department is now accepting applications for the following position:

### **Financial Analyst (15 Month Contract)**

Reporting to the Treasurer, the Financial Analyst is responsible for the maintenance, monitoring, reporting and recording of the Town's capital asset (TCA) accounting programs and other accounting related tasks, while ensuring compliance to the Public Sector Accountant Board (PSAB) standards, the Municipal Act and Town policies. The Financial Analyst is also responsible for financial reporting related to the budget and financial statements.

#### **Duties include:**

- Oversee, coordinate and implement the Tangible Capital Assets (TCA) recording and reporting system, ensuring accuracy of all asset information in compliance with the Town's TCA policy, PSAB standards and the *Municipal Act*
- Align the Capital Forecast to the Town's Capital Asset Management Plan
- Complete Town bank reconciliation on a monthly basis; investigate differences and report on solutions
- Monitor capital expenditures, "actual" to "budget"; prepare quarterly capital budget variance reports with explanations for variances
- Participate in year-end audit; prepare reports, working papers and documentation; gather evidence for auditor review
- Preparation of various weekly, monthly, quarterly and annual reconciliations and reports; analyze, adjust and summarize information for inclusion in financial reports
- Maintain ICity modules including fixed asset module, cash receipting code set up, general ledger account and cost centre setup
- Assist in the preparation, filing, reconciliation and reporting for capital grant applications and spending
- Participate in the financial statement analysis for rectification of variances related to capital or other accounts
- Other accounting related duties including; assisting with HST audit, journal entries, cost allocations
- Other duties as assigned

#### **The successful candidate will possess the following:**

- Post-secondary degree in Accounting or related field

- Chartered Professional Accounting designation (Chartered Accountant, Certified Management Accountant or Certified General Accountant)
- 3 years' experience with similar responsibilities, preferably in a municipal environment
- Strong communication and superior attention to detail
- Ability to problem solve and investigate best solutions
- Strong analytical, accounting, financial management and project skills
- Strong knowledge of PSAB, Municipal Act, Town policies and best practices

Salary Range: \$71,742 - \$83,928 (35 hours per week)

Resumes must be submitted directly to Brianna Langohr, Human Resources/Health and Safety Coordinator at [hr@pelham.ca](mailto:hr@pelham.ca) by 9:00am on **Monday, August 8, 2022.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.