

City of Castlegar
POSITION DESCRIPTION

POSITION TITLE Senior Financial Analyst (SFA)	DATE February 2021
DEPARTMENT FINANCE	REPORTS TO: DIRECTOR OF FINANCE / CHIEF FINANCIAL OFFICER

SUMMARY:

Reporting to the Director of Finance, you will be a key member of the Finance leadership team, leading critical work pertaining to city-wide budgeting and reporting, treasury management, user fee and tax rates analysis. You will support the Director of Finance and Manager of Financial Services with establishing financial health indicators and health of the city reserves as it relates to the City's strategic priorities and core services.

DUTIES AND RESPONSIBILITIES:

- Working with the Director of Finance coordinate the preparation of the City's annual budget development and five-year financial plan projection; review budget submissions to ensure consistency and compliance with guidelines.
- Prepare quarterly budget variance reports and analysis for Council and City's management team.
- Participate in the development and implementation of budget and accounting policies, procedures and standards for all finance functions; assist in the planning, implementation and improvement of financial systems.
- Serve as department lead in reporting out on the new accounting standard for asset retirement obligations and ensures the new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets.
- Provide leadership and direction to other finance staff and act as a delegate for the Manager of Financial Services and the Director of Finance in Senior Management or Council discussions when requested.
- Maintain awareness of risks and opportunities pertaining to areas of accountability and participating in the development and implementation of policies, procedures, standards and systems to optimize process effectiveness and service delivery for all areas of accountability.
- Stays current with changes in accounting standards and relevant legislation, evaluates impact, and assists with implementation.
- Provide professional financial accounting, reporting and complex analysis to assist with the delivery of treasury services which includes: financial securities, deposit liabilities, investment and borrowing decisions; communicate the timing of debenture

draws and submission of debenture applications.

- Prepare and analyze treasury results for multi-year budgeting and forecasts; communicate information, draft reports, recommendations and presentations, and provide guidance to City staff.
- Assist with year-end activity, prepare reserve activity presentations, investment analysis and investment reports, and participate on special projects.
- Assist in the development of municipal tax policy recommendations for Council's consideration.
- Undertake special projects and performs other duties as assigned by the Manager of Financial Services and/or Director of Finance.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education:	Undergraduate degree in accounting, commerce or a related discipline.
Experience:	Minimum of three years of relevant experience within a public sector environment or an equivalent combination of education and experience
Licences/Certificates	Professional accounting designation or working towards (i.e. CPA, CPA-CA, CPA-CGA, CPA-CMA).
Specific Skills	Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis with professionalism, integrity, tact and diplomacy.
	Ability to work collaboratively, cooperatively and productively with all outside agencies and organizations including senior government officials.
	Superior writing and verbal communication skills, including thorough knowledge of business and technical English, spelling and language.
	Knowledge of the concepts, practices and techniques of financial/accounting principles and practices, financial processes and systems, and their application to financial operations.
	Developed competence in a computerized office environment. The City uses the Microsoft Office suite and the Vadim accounting system. Skilled operator of Microsoft Excel.

DESIRABLE:

Education:	Master degree in accounting, commerce or a related
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Experience: discipline.
Minimum 5 years directly related to Public Sector Accounting preferably in a Local Government setting. A combination of public and private experience is an asset.

Licences/Certificates:

Specific Skills Working knowledge of Public Sector Accounting Standards (PSAS), the *Community Charter*, *Local Government Act*, and other applicable legislation.

Special requirements: