**FINANCIAL ANALYST JOB DESCRIPTION**

*Position/Title*: Financial Analyst
*Reports to*: Treasurer
*Date Revised*: December 30, 2011

*Position Summary*
Reporting directly to the Treasurer, the Financial Analyst will be a business partner responsible for monitoring the financial and non-financial performance under his or her responsibility and for providing reliable and timely information and analysis to the leaders to guide them in the decision making process.

*Essential Functions and Responsibilities*

- Month end closing and reporting process;
- Providing financial support to the business units; supporting the annual budgeting and forecasting processes;
- Defining and developing key performance indicators; analyzing and interpreting financial and operational performance, and tracking key operational objectives and strategic initiatives to improve the efficiency and cost effectiveness of the business units;
- Verification and analysis of certain inventory items for costing purposes;
- Tracking of departmental assets and maintenance of the fixed asset system
- Preparation of all bank reconciliations
- Preparation of the year end working papers;
- Preparation of the monthly reconciliations
- Monitoring project accounting.

*Supervisory Responsibilities*
No supervisory responsibility

*Reporting Relationships*
This position reports to the Treasurer.

*External Relationships*
Current customers and vendors of the municipality.
Regional community relations as needs arise.

*Qualifications and Credentials*

- Strong knowledge of Excel;
- At least 3 years experience in accounting department in a municipality environment, or equivalent;

*Preferred Qualifications*

- A degree in business administration, finance or equivalent experience;
- Accounting designation (C.M.A., C.A., C.G.A.) or M.B.A. is an asset;
- Strong business acumen;
- Strong analytical skills;
- Highly organized and efficient;
- Ability to clearly communicate results of analysis and provide recommendations to business leaders at all levels;
- Highly motivated with a strong sense of duty;

- A team player that will think strategically and effectively when faced with difficult challenges;
- Interest for process improvement and demonstrate innovation;
- Knowledge of AS400 or similar software experience is an asset;

*Abilities and competencies essential to the function of the job*

- Self-motivated, positive and energetic.
- Detail oriented, accurate with excellent organizational skills to create work product with emphasis in strong documentation desired.
- Presents information in a conceptual and persuasive manner.
- Ability to think and work independently, decisively and efficiently, meet assigned deadlines with minimal supervision.
- Requires a highly analytical person with solid financial accounting skills and broad tax understanding and proficiency.
- Versatility with the ability to handle several important projects simultaneously, and balance priorities.
- Strong written and verbal communication skills.
- Ability to apply GASB 34 and industry knowledge to analyze financial information in all assigned areas preferred.
- Customer service oriented and highly knowledgeable in assigned areas.
- Demonstrates judgment and problem solving abilities.
- Identifies opportunities to make processes more efficient and strives to make constant improvements in processes or internal controls.

*Physical and Sensory Abilities*

- Frequently required to sit for extended periods to perform deskwork or type on a keyboard.
- Regularly required to hear and speak in order to effectively communicate orally.
- Able to travel locally.
- Able to lift, push, pull and carry approximately 25 pounds.

*Work Environment*

The working environment in which one will typically perform the essential functions of this position is a climate-controlled office setting. It is well lighted and the noise level is moderate. Local travel to local offices required.

This job description is designed to provide an employee with a basic understanding of the essential functions, duties, and responsibilities entailed in the performance of their job. It is not intended to be all-inclusive. This description does not constitute an employment contract, either expressed or implied. Employment is at-will and may be terminated by either the employee or the Company with or without advance notice for any reason or for no reason at all. Job functions and responsibilities are subject to change at the discretion of management. Efforts will be made to provide advanced notice of such changes whenever possible.