



**County Administration Buildings
Belleville, Ontario**

**FINANCIAL ANALYST
Full Time – Non Union**

The County of Hastings is currently accepting applications for **Full-Time Non Union Financial Analyst** for the Finance Department at the County Administration Building in Belleville, Ontario.

The Financial Analyst is responsible for providing financial analysis and expertise to the various County Departments and member municipalities.

RESPONSIBILITIES:

1. Provide financial analysis and expertise to support budget development, financial reporting, Ministry reporting, and special projects
2. Review and maintain internal controls, and perform audits of internal County departments and programs, to ensure compliance with financial policies and procedures of contractual obligations. Develop policies and procedures to strengthen controls.
3. Support the Social Service department in financial administration and accountability of third party service providers contracted by Hastings County (housing, childcare, CHPI, SARS) through subsidy calculations, reconciliations and on-site audits as required.
4. Lead role in the financial year end process including account analysis and reconciliations, preparation of audit working papers, completion of the Ministry of Municipal Affairs Financial Information Return and liaise with auditors
5. Liaison with Insurance Brokers to ensure adequacy of property and liability insurance, and co-ordination/follow up of associated claims.
6. Foster interdepartmental relations including providing education and training sessions as may be required to ensure the County operates in a fiscally responsible manner and in accordance with County guidelines and policies.
7. Assist in the development and maintenance of Financial Policies and Procedures.
8. Development and maintenance of capital asset register to facilitate control and valuation of capital assets.
9. Assist in the development and implementation of the Asset Management Plan for the County of Hastings
10. Complete Program and Statistical claim forms required by Federal and Provincial Governments and agencies.
11. Back-up function for the administration of corporate issued credit cards.
12. Be aware of and carry out the duties of the Supervisor as set out in the Occupational Health and Safety Act and County policies.
13. Other duties or various special projects as may be required or assigned from time to time.

QUALIFICATIONS:

1. University Degree in Finance, Commerce, Business Administration or related discipline. Professional accounting designation required.
2. Minimum 3 years of prior relevant financial experience, preferably in a municipal setting.
3. Demonstrated knowledge of accounting principles and financial statements.
4. Exceptional organizational and problem solving skills.
5. Ability to communicate ideas and directive clearly and effectively both orally and in writing.
6. Knowledge and working experience with the following Operating systems; Windows XP, 7,8,10, Windows Server 2003, 2008, and 2012.
7. Highly proficient in the use of current technology including desktop computers, communication devices and associated Microsoft products (Excel, Word, Outlook, Access, Powerpoint) Knowledge related to Municipal Financial Software is preferred.

8. Ability to work independently and able to organize and prioritize work to meet deadlines
Highly self motivated and directed.
9. The ability to multi-task and change priority and focus quickly is imperative. Frequent interruptions occur on a regular basis.

WAGE RANGE: \$72,457 - \$84,745 per annum, with excellent fringe benefits

Applications containing full details of education, training and experience will be received by the undersigned until **4:00pm** on **Monday November 30th, 2015.**

Janet DeMille, C.H.R.L.
Human Resources Advisor
County of Hastings
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Belleville, Ontario K8N 3A9
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In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.

We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted.

The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.