

The Town of Cobourg is seeking a full time **Financial Analyst**. Reporting to the Manager, Finance, the Financial Analyst will be responsible for developing financial reports, preparing analysis and reconciliations and providing accounting support to all municipal departments.

**The primary duties of this position include the following:**

- Assist with financial oversight, analysis, and reconciliation of accounts while ensuring proper accounting treatment and compliance with PSAB standards.
- Maintain and reconcile the general ledger and prepare financial reports.
- Complete account reconciliations, bank reconciliations, journal entries, HST remittance and month-end and year-end duties.
- Conduct accounting system maintenance, including annual quick code updates and creating new accounts as required.
- Ensure all relevant files are complete for the interim and year-end audit, including working with the external auditors to prepare working papers and schedules.
- Provide back-up to Finance Department staff as needed.
- Assist with the preparation of the annual operating and capital budget package, and complete related social media and website updates.
- Responsible for Municipal capital asset accounting, including and not limited to capitalization, amortization, funding, financing, disposals, works-in-process and betterments in accordance with the Public Sector Accounting Standards.
- Provide support for Municipal Asset Management Planning.
- Implement and monitor a system of policies, procedures and controls for the recording of tangible capital assets and ensure compliance with accounting standards and relevant legislation.
- Complete all relevant analysis related to capital assets for tracking, planning and reporting purposes.
- Review Council and Committee reports to track and review capital impacts
- Ensure accuracy of accounting and budgeting for funding and utilization, completing monthly reconciliation of capital and reserve accounts, following up with management as required.
- Prepare financial documents for the Manager/Treasurer to support the development, amendment, and monitoring of various financial and administrative policies and systems of internal control.
- Assist with opening and closing of the front counter, pickup and deliver mail at the post office, make bank deposits, as required.
- Provide services for both telephone enquiries and walk-ins, as necessary.
- Assist with various other projects as assigned.

**EDUCATION/EXPERIENCE/SKILLS:**

- Completion of a post-secondary education (university degree or college diploma) in accounting or a related field is required.
- Minimum of two (2) years of accounting experience is required including: Balance Sheet reconciliations, Financial Reporting and Analysis, Audit, fixed asset accounting.
- Previous experience in a municipality or public sector will be considered an asset.
- Experience completing bank and other account reconciliations, managing cash, posting, and balancing transactions in an accounting system.



# Job Posting 24-44

## Financial Analyst

- Knowledge and understanding of Public Sector Accounting Standards and General Accepted Accounting Principles.  
Effective communication skills, both verbal and written, including exceptional report-writing and policy development skills.
- Excellent interpersonal and customer services skills.
- Intermediate computer skills required including Accounting/Financial software, reporting software, Microsoft Excel, Word, PowerPoint.
- Experience with Great Plains financial software, and Citywide Asset Management software will be considered and asset Ability to work in a team environment and manage multiple priorities.  
Ability to plan, organize and manage work with minimal supervision and complete assigned duties within timelines.

This position will be required to work 35 hours per week, which is typically 8:30 am to 4:30 pm, Monday to Friday. Due to the nature of this position, overtime work may be required.

### **WAGE:**

The wage scale for this position is CUPE Schedule B Inside Workers Grade 8A - \$32.21 to 40.26 per hour.

Interested applicants for this position should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [humanresources@cobourg.ca](mailto:humanresources@cobourg.ca) **no later than November 29, 2024** We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.