



## Position Description: Financial Analyst

### Job Summary:

Reporting to the Deputy Treasurer, the Financial Analyst is responsible for accounting duties, customer service, asset management, and internal control analysis and recommendations

### Main Responsibilities:

- Asset Management and maintenance of Asset Register
- Administration of procurement processes
- Account reconciliations, bank reconciliations, journal entries, month-end and year-end duties
- Assist with the interim and year-end audit
- Internal controls – reviews and implementations
- Prepare time sensitive billings
- Assist with financial policy review
- Tax and cash receivables as necessary
- Processing deposits from front counter if necessary
- Send reminder notices for outstanding accounts receivable invoices
- Provide services for both telephone enquiries and walk-ins as necessary
- Perform other duties as assigned by the Deputy Treasurer

### Supervision:

None

### Education and Experience Required:

- A University degree in accounting with 2 years of experience in an accounting role
- Preference will be giving to those who have their CPA or are enrolled and working on it
- Knowledge and experience using a wide range of computer programs such as: MS Office (Word, Outlook, Excel, Access, PowerPoint, Teams), Great Plains



**The Corporation of the Township of Hamilton**  
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**Other Requirements:**

- Experience completing bank and other account reconciliations, managing cash, posting, and balancing transactions in an accounting system
- Working knowledge of General Accepted Accounting Principals
- Computer proficiency in standard office software including Excel, Word, PowerPoint, Office, and others
- Strong organizational and time management skills
- Exceptional customer service, interpersonal and communication skills
- Class "G" driver's license in good standing, have access to a reliable vehicle for use on Township business and be able to provide a current acceptable driver's abstract
- Satisfactory Criminal Records check or Vulnerable Sector check
- Proof of up-to-date vaccination against COVID-19. Pursuant to the Ontario Human Rights Code, the Township will provide accommodation where such requests are substantiated.

**Working Conditions:**

- Office environment with occasional travel to attend meetings, conferences, and seminars.

**Position Review Information**

**Approved by CAO:** Arthur Anderson      **Date:** 11/9/2022

A handwritten signature in black ink, appearing to be "A. Anderson", written over a horizontal line.