



Job Posting # 2023-01

Financial Analyst

The Township of Hamilton is a rural/urban community nestled between Lake Ontario and Rice Lake in Northumberland County, one hour east of Toronto and next door to Cobourg. With a population of 11,000, the Township offers a delightful blend of the Oak Ridges Moraine, active farms, residential subdivisions and estates, historic villages, waterfronts, and tourism. The Township is currently seeking a Financial Analyst.

Job Summary:

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

Main Responsibilities:

- Asset Management and maintenance of the Asset Register.
- Administration of procurement processes.
- Maintain and reconcile the general ledger and prepare financial reports.
- Account reconciliations, bank reconciliations, journal entries, and month-end and year-end duties.
- Assist with the interim and year-end audit, including working with the external auditors to prepare working papers and schedules.
- Assist the Deputy Treasurer with the development, amendment, and monitoring of various financial and administrative policies and systems of internal control.
- Prepare time sensitive billings.
- Send reminder notices for outstanding accounts receivable invoices.
- Tax and cash receivables, as necessary.
- Processing deposits from front counter, as necessary.
- Provide services for both telephone enquiries and walk-ins, as necessary.
- Assist with various other projects as assigned by the Deputy Treasurer.

Education and Experience Required:

- A University degree in accounting or related field of study.
- A minimum of two years of accounting related experience.



- Preference will be given to those who have their CPA or are enrolled and working towards it.
- Knowledge and experience using a wide range of computer programs such as: MS Office (Word, Outlook, Excel, Access, PowerPoint, Teams), Great Plains (preferred).

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 Principles.
- 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.
- 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.

Hours of Work and Working Conditions:

- This is a 35 hour per week position. Normal hours of work are 8:30 am to 4:30 pm.
- Office environment with occasional travel to attend meetings, conferences, and seminars.

Compensation and Benefits:

- The hourly rate for this position is \$30.85 - \$36.12.
- Group Health, Dental and Life Insurance benefit coverage after three months of employment. OMERS Pension Plan enrolment as of date of hire.

Please note that this is a unionized position and is subject to the terms of the CUPE Local 3019 Collective Agreement.



Application Instructions and Additional Information:

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at hr@hamiltontownship.ca no later than **February 13, at 4:30 pm**. 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 Township of Hamilton 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.