

Financial Analyst

Corporate Services - Finance

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Position Conditions: This is a full-time, permanent position of 36.25 hours per week. This position is not part of a collective agreement and is open to all interested parties. The City of Brandon reserves the right to underfill this position.

Rate of Pay: \$80,172.20 – 86,501.39 per year - 2024 rates.

Closing Date: 11:59pm, November 26, 2024.

This competition will include testing and an interview.

PURPOSE OF POSITION

The Financial Analyst performs a wide variety of advanced business and accounting functions and is a subject matter expert in the financial field. The Financial Analyst uses their expertise to ensure compliance with financial regulations and policies, report financial results, translate financial information, and advise on financial matters within the organization. This position involves a high degree of business interaction and contact with stakeholders as well as the need to continually improve the quality of financial reporting to enhance business insights and make value-added business decisions.

TYPICAL DUTIES AND RESPONSIBILITIES

- Provides subject matter expertise to non-finance business leaders, assists in preparation and interpretation of financial data for decision-making, liaises operational functions and financial requirements;
- Collaborates with the operating departments to develop and review operating and capital budgets including collection, evaluation, and compilation of information for submission;
- Supports the development of monthly financial forecasts prepared for senior management by analyzing and explaining variances and making recommendations for improvements;
- Conducts financial analyses in support of the business operations using proper accounting treatment and in compliance with financial regulations and policies; provides subject matter expertise in analyzing and responding to inquiries and solving complex problems;
- Proactively analyzes, recommends enhancements to, and develops policies regarding existing business processes; clearly communicates rationale, and negotiates solutions which will enhance operational effectiveness;
- Develops and promotes standardized processes and best practises for use across the organization;
- Monitors financial administration, trains staff on existing, new, or revised accounting procedures, financial activities, and systems;
- Supports Finance Management in the preparation of the annual Financial Plan and Financial Statements;
- Performs account reconciliations, account analysis, accrual calculations, and other related accounting documents/schedules.
- Extracts financial data from systems to generate reports and to determine the root cause of financial performance;
- Creates ad hoc reports and performs miscellaneous projects, as needed, for internal distribution and use by various business units;

- Participates in special projects to improve process efficiency and performance;
- Conducts internal audits to assess the adequacy, effectiveness and efficiency of the City's internal control systems and procedures and recommends corrective actions to improve operations, enhance internal controls and reduce costs where possible;
- Identifies key areas of risk within the organization and proposes appropriate controls to mitigate the risks;
- Assists in the development of an internal control culture, including training to staff;
- Supports an environment that encourages creative thinking and innovation; stimulates others to learn; and inspires others to perform to their highest potential;
- Promotes and guides others to understand delivery of effective services and achievement of objectives and their interrelationship.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., or Mature High School Diploma;
- Degree or Diploma from a recognized post-secondary institution in a directly related field;
- CPA Designation, or significant completion towards this designation;
- Experience with full cycle accounting;
- Experience with financial administration, budgeting, year-end, analysis, financial reporting, inventory, accounts receivables and payables, etc;
- Five (5) years' experience working in a similar position in the accounting/financial management field;
- Successful applicant must pass a Police Criminal Record Check.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Municipal accounting experience is an asset;
- Previous leadership experience is an asset.

WORK CONDITIONS

The Financial Analyst works independently and as part of the Finance team.

- Wide variety of tasks requiring ability to manage multiple unrelated projects, and make independent decisions (daily);
- Self-motivated and quality driven to perform independent projects (daily);
- Works collaboratively with the management team (daily);
- Travels to various City locations (occasionally);
- Presents to large and small groups (occasionally);
- Reports to the Director of Finance.

Please contact HR@brandon.ca for a complete job description.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!