



## TOWN OF CALEDON

### SENIOR FINANCIAL ANALYST

The Town of Caledon is seeking an individual with municipal work experience in Financial Analysis and Reporting, Capital Budgeting (expenditures, commitments, funding), Headcount/Compensation Budgeting, Development Charges, and Internal Controls/Process Improvements.

Reporting to the Manager of Finance, the Senior Financial Analyst (SFA) will assist the Treasurer and Manger of Finance by:

- providing detailed analysis of general ledger accounts including major areas such as all Capital Reserves and Reserve funds;
- preparing year-end Financial Information Return (FIR), Financial Reports (including compliance to PSAB requirements related to tangible capital assets), and Municipal Performance Measurement Program (MPMP) reports;
- assisting in the development and reporting of the Capital budget including providing customer support to departments, tracking of tangible capital assets/amortization, and responding to queries from staff and Council; and will be
- Responsible for all aspects of commodity tax accounts, monitoring and reporting of headcount/compensation budgets for all departments, and development charges.

The SFA will also be provided the opportunity to work on additional detailed financial analysis regarding other areas of the Town's finances and projects that further improve the Town's processes and internal controls. The successful candidate should have a working knowledge of all of the areas identified above and will have a strong customer service focus, an ability to make decisions/recommendations based on facts and research, and will also have exceptional communications and computer skills.

The Senior Financial Analyst will become the Town's expert and primary Finance contact in the areas of Capital Budgets, Development Charges, Financial Reports (including FIR), Headcount/Compensation Budgets, and reserve funds.

#### Qualifications:

- Professional accounting designation (i.e. CA,CGA,CMA)
- Post-Secondary Education (preferably Bachelor of Commerce degree in Finance or Accounting)
- Must possess advanced interpersonal, communications, organizational, analytical and problem solving skills
- Over Five (5) years of Municipal Finance experience (preferably in a Financial Analyst role)
- Expert knowledge of Canadian GAAP (General Accepted Accounting Principles), PSAB (Public Sector Accounting Board), accounting for/reporting of tangible capital assets, and provincial financial reporting requirements
- Advanced computer skills in Microsoft Office (e.g. MS Word, Excel, Access)
- Must possess at least an intermediate level of knowledge and work experience in a computerized financial/accounting environment
- Working knowledge of commodity tax legislation, and Freedom of Information and Protection of Privacy Act
- Commitment to continuous learning, process improvement and ability to prioritize and complete assignments in a timely manner with minimal supervision

Qualified persons are encouraged to submit a resume no later than September 24, 2010 to:

Human Resources  
Town of Caledon  
6311 Old Church Road  
Caledon, ON L7C 1J6

Or by E-mail: [hr@caledon.ca](mailto:hr@caledon.ca) (word document only) or fax 905-584-4542

We thank all applicants and advise that only those selected for an interview will be contacted