

POSITION TITLE:	Financial Analyst	POS. NO:	839
DEPARTMENT & DIVISION:	Financial Services	EFFECTIVE DATE:	August 2026
REVIEWED OR AMENDED DATE:	New – August 2026	APPROVED BY:	Director of Financial Services & Information Technology (IT)

POSITION FUNCTION

Under the direction of the Manager of Financial Services, the Financial Analyst supports the delivery of financial management services by providing accounting, financial analysis, reporting, and advisory support. The position helps maintain the integrity of financial records, monitors financial performance, and ensures compliance with applicable legislation, accounting standards, bylaws, policies, and procedures.

This position performs intermediate-level accounting and financial analysis functions related to full-cycle accounting and municipal operations.

KEY DUTIES

Performs accounting functions such as reconciling, balancing, analyzing; assist with maintaining and ensuring integrity of the general ledger and sub-ledger, including preparation of journal entries.

Prepare working papers and documentation for the interim and year end audits.

Prepares and submits financial reports, statements, and supporting documentation to external organizations, regulatory agencies, and funding bodies, ensuring accuracy, completeness, and compliance with reporting requirements and deadlines.

Prepare GST and PST returns, ensuring compliance, accuracy and completeness in compliance with applicable legislation, policies, and reporting deadlines; provides guidance and recommendation on tax matters.

Provide recommendations on the development, evaluation and implementation of financial policies, procedures, systems, processes and controls.

Identify, report, and assist in resolving situations of non-compliance with established financial procedures; provide information/training to Finance staff and other departments regarding financial procedures and controls.

Administers and maintains the integrity of the BC Assessment Roll, including annual and

supplementary rolls.

Administers the annual property taxation process, ensuring completeness and accuracy with the tax rates, levy and notices.

Monitor and maintain accurate tax records; process adjustments and penalties in accordance with legislation.

Coordinates the annual property tax exemption process, including interpreting applicable legislation, policy and compliance.

Administers cash flow and investment activities, including preparing cash flow forecasts, monitoring banking and investment balances, recommending short-term investment strategies, and ensuring the availability of funds to meet operational and capital requirements.

Coordinate and prepare grant reports for external organizations, ensuring completeness, accuracy and adherence to funding requirements.

Provide back up support as required, including customer service.

Assist in ensuring accounts payable transactions and payments are accurate, complete, and compliant with organizational policies, procedures, and internal controls.

Undertakes projects and other related duties assigned to support departmental and organizational objectives and initiatives.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities.

Intermediate experience in full-cycle accounting.

Thorough knowledge of GST and PST.

Ability to interpret policies, regulations, bylaws and contracts.

Ability to research, interpret and problem-solve.

Ability to work independently and collaboratively within a team environment, demonstrating initiative, accountability, and strong interpersonal skills.

Excellent analytical and organizational skills and an ability to exercise sound professional judgement and decision-making.

Knowledge of public sector budgeting principles and practices, including program budgeting

concepts and applications.

Sustained high attention to detail and the ability to maintain accuracy.

Sound knowledge of MS Office suite (Word, Excel, Access) and other financial software.

Excellent verbal and written communication skills to effectively interact with other departments, Council or to members of the public.

Strong ability to establish and maintain working relationships, while positively contributing to team goals and organizational objectives.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

CPA designation or CPA candidate.

Experience:

Five years of progressive experience directly related to the key duties and knowledge, skills and abilities specified above.

Preference may be applied for those with previous experience in finance administration within the public sector.

An equivalent combination of education and experience may be considered.

OTHER

Length of time to become familiar with job duties and responsibilities: 1 year.

May be requested to substitute in a more senior position.