



THE UNITED COUNTIES OF LEEDS AND GRENVILLE
Community and Social Services

invites applications for the position of:

FINANCIAL ANALYST

CSS Finance

Temporary Full-Time

Start Date: April 1, 2023

Duration: April 1, 2023 up to March 31, 2024

Location: 25 Central Ave., W. Brockville, ON

Salary (2023 Grid 5): \$32.94 - \$39.21/ hour

POSITION SUMMARY:

Reporting to the Manager of Community and Social Services Finance/Deputy Treasurer, the Financial Analyst is responsible for the completion of the finance functions of the Children's Services, Housing and Ontario Works Departments within the Community and Social Services Division.

Responsibilities include assisting in the preparation of annual operating budgets, providing advice on budget matters, reviewing and processing accounts receivable and accounts payable, preparing monthly general ledger reconciliations and variance analysis for Children's Services, Housing, and Ontario Works, participating in strategic decision making and planning based on the current and projected financial information and analysis, and completing and submitting required Ministry reporting.

QUALIFICATIONS:

Education, Certification and Licenses

- Post-secondary degree or diploma in Business Accounting or equivalent combination of education and experience.
- An accounting designation (CPA) is preferred.
- Completion of the Municipal Administration Program and the Municipal Finance Course would be considered an asset.
- Valid Class G driver's license.

Experience

- With a university degree, three (3) years job-related experience in the accounting and finance field, preferably in the municipal sector.
- Without a university degree, five (5) years job-related experience working in an accounting or finance

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| COMPETITION: | CSS-23-039, Financial Analyst, TFT |
| POSTING DATE: | Friday, March 10, 2023 (4:00 p.m.) |
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field, preferably in the municipal sector.

- Experience in managerial accounting is preferred.

Knowledge

- Knowledge and understanding of financial principles, policies, procedures/processes, and reporting requirements.
- A proficient level of computer literacy in word processing and databases. Experience in systems such as Great Plains, FMW budgeting software and ARCORI, or a similar property management system, would be considered an asset.
- Advanced proficiency in the development and maintenance of Excel spreadsheets.

Skills and Abilities

- Current knowledge of all relevant federal, provincial and/or municipal legislation and guidelines in relation to CSS programs.
- Excellent interpersonal, verbal and written communication skills, with a strong focus on customer service and the ability to interact effectively with team members, customers and a variety of stakeholders.
- Strong degree of accuracy and attention to detail.
- Demonstrated ability to respect the confidentiality of information and exercise tact and diplomacy.
- Team-oriented and skilled in working within a collaborative team environment.
- Strong analytical and problem -solving skills.
- Proven organizational and time management skills with the ability to meet specific deadlines.

SUMMARY OF POSITION RESPONSIBILITIES:

Activity 1 Assist with Annual Budget Development (10%)

- Assist the Manager of Community and Social Services Finance/Deputy Treasurer and CSS Program Managers with a review of the salary plan model to ensure program compliance as per Ministry guidelines.
- Assist the Children's Services, Housing, and Ontario Works Managers in the development of the annual budgets for all programs.
- Provide assistance with developing financial projections as requested/required.
- Input the details of the annual budget into the FMW budgeting software for Manager approval, ensuring adherence to the legislation and funding guidelines.
- Prepare the annual Ontario Works Administration budget submission in the Ministry format identifying direct and central costs.

Activity 2 Monthly Variance Analysis, Financial Reports and Recommendations (40%)

- Monitor expenditures and revenues to ensure programs are on budget and notify the Manager of Community and Social Services Finance/Deputy Treasurer if issues are identified.
- Provide assistance with developing financial projections for the Manager of Community and Social Services Finance/Deputy Treasurer and/or CSS Program Manager(s) as requested/required.
- Perform monthly variance analysis of the Children's Services, Housing, and Ontario Works programs.

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- Provide analysis of general ledger accounts as requested/required.
- Prepare journal entries as requested/required.
- Maintain working papers on all revenue and expense accounts related to Children’s Services, Housing, and Ontario Works.
- Prepare the year-end working papers for the annual audit for both operating and capital budgets as requested/required.
- Develop and update spreadsheets, reporting tools, and application forms as requested/required.
- Track all payments made to childcare operators by payment type in a spreadsheet; updated monthly.
- Track all payments made under Infant Affordability, Wage Enhancement, Fee Subsidy and Small Waterworks ensuring adherence to the guidelines.
- Review and provide monthly caseload/household data or other statistics as requested/required by the program Manager(s).

Activity 3 Accountability and Support (40%)

Child Care Operators

- Perform analysis on the financial information received from the childcare operators to ensure compliance with the funding guidelines.
- Advise the Manager of Community and Social Services Finance/Deputy Treasurer if any issues or concerns are noted.
- Provide financial information, tips, resources, etc. to childcare operators to ensure support is being provided on an ongoing basis at regular scheduled childcare operator meetings or when contacted by the operator directly.
- Prepare the annual child care operator funding calculations for Children’s Services and ensure payments are processed in a timely manner.
- Provide the required financial information/allocation amounts required for the preparation of the annual service schedules provided to each childcare operator.

Housing – Maintain the Property Management System

- Post all housing batches including accounts receivable, accounts payable, purchase orders, and journal entries in the ARCORI property management system.
- Ensure the monthly electronic fund transfer (EFT) files are sent to the bank by the required processing dates.
- Assist with monthly Housing bank reconciliations ensuring they are completed in a timely manner.
- Assist with the maintenance of the Housing Allowance spreadsheets and ensure the data is accurately reflected in the General Ledger.
- Perform the month-end close on the property management system.
- Balance the property management system to Great Plains on a monthly basis including preparing the monthly journal entry and working papers.
- Monitor capital expenditures in the property management system to ensure they are recorded in Great Plains.
- Monitor the former rent arrears and work with the Housing Program Supervisor to ensure proper write off and collection procedures are followed.

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Housing – Review the Non-Profit Housing Providers

- Work in cooperation with the Program and Policy Review Analyst to ensure operating and financial compliance.
- Perform all financial aspects of the not-for-profit housing providers program.
- Create the budget documents for the eight not-for-profit providers and input cost factors, rent indices, and new benchmarked revenues and expenditures.
- Review the completed budget documents and determine the annual subsidy.
- Create the Annual Information Return (AIR) template for the housing providers.
- Review the completed AIR's and audited financial statements, and discuss any issues with the Manager of CSS Finance/Deputy Treasurer.

Ontario Works

- Review and provide monthly caseload data and other statistics as requested/required by the Manager.
- Download monthly SAMS reports required for completing the forms submission.
- Monitor client costs monthly to ensure all client costs are reflected in both the general ledger and SAMS.
- Provide regular financial updates to the Manager of Integrated Program Delivery for administrative and other provincial programs, ensuring adherence to the guidelines.

Activity 4 Ministry Reporting (10%)

- Understand the various funding agreements and program requirements to ensure funds are utilized as per Ministry guidelines.
- Assist the Manager of Community and Social Services Finance/Deputy Treasurer in the submission of required Ministry reporting through the Transfer Payments Ontario (TPON) portal for Ontario Works and Housing programs, and the Education Financial Information System (EFIS) in Children's Services.
- Prepare for the Manager of Community and Social Services/Deputy Treasurer monthly Form 5 submission of Ontario Works through the Social Assistance Management System (SAMS), the Annual Report on Annual Distributions (RAD), and the Service Manager Annual Information Return (SMAIR).
- Assist with the collection and verification of statistical information relating to household data, caseloads and service delivery.
- Other related duties, as requested and required.

LEGISLATIVE REQUIREMENTS

- Perform the responsibilities of the position within the legislative and regulatory standards set out in the applicable Federal and Provincial Legislation, Municipal Acts, By-Laws and Operational and Human Resource policies and codes of the United Counties of Leeds and Grenville.
- Ensure a high level of respect for confidentiality for both the organization as a whole and staff as per the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Protect own health and health and safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follow all guidelines for employees and employers as legislated under the Ontario Health and

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Safety Act.

- Adhere to applicable legislation and directives, including the Ontario Works Act, 1997, Housing Services Act 2011, and the Child Care and Early Years Act, 2014.
- Adhere to the Ontario Child Care, Housing, and EarlyON and Family Centres Service Management and Funding Guidelines.
- As set out in the United Counties of Leeds and Grenville's Emergency Plan, and/or the Community and Social Services Emergency Plan, perform duties upon the declaration of an emergency and/or as requested/required.

FINANCIAL AND BUDGET RESPONSIBILITIES:

- Assist the Children's Services, Housing and Ontario Works Managers with the development of annual operating budgets.
- Monitor monthly revenues and expenditures and prepare variance analysis.
- Provide regular updates/recommendations regarding program spending to the Manager of Community and Social Services Finance/Deputy Treasurer and Managers of Children's Services, Housing, and Ontario Works.

CONTACTS

- Work with internal and external customers as requested/required.

PHYSICAL SKILLS:

- Position requires considerable visual and auditory focus with attention to detail.
- Regular use of office equipment with some coordination and speed required where work operations are not constant and there is choice of workflow.

WORKING CONDITIONS:

- Mostly inside work, working in an office environment.
- Work involves frequent interruptions to respond to demands.
- Hours of work per week: 35 hours.
- Work outside of normal business hours to meet organizational needs as requested/required (minimal).
- Infrequent overnight trips for training.

The foregoing Job Description reflects the general duties necessary to describe the principal functions of the job identified, and shall not be construed to be all of the work requirements that may be inherent in this classification.

How to Apply:

Cover letter should be marked "**Competition # CSS-23-039 (Financial Analyst, TFT)**" and submitted online on/before March 31, 2023 to: <https://careers.leedsgrenville.com>.

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Applicant information is collected under the Municipal Freedom of Information and Protection of Privacy Act (**MFIPPA**), and will be used only for candidate selection.

The United Counties of Leeds and Grenville is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

Applicants are required, in advance to make an accommodation request known to Human Resources by contacting the department at 1-800-770-2170 extension 2308 or the Bell Relay Service. Human Resources will strive to provide reasonable and appropriate accommodation for all applicants, during the recruitment and selection process, which will ensure the process, is conducted in a fair and equitable manner.

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