

Town of Wasaga Beach

JOB DESCRIPTION

Department: Treasury	Division: Treasury
Effective Date: January 15, 2025	Revision Date: January 7, 2025
Approved By: Chief Financial Officer	Wage Range: \$49.68 - \$58.12
Hours of Work: 35 Hrs / week	Value Group: 7

JOB TITLE:

Senior Accounting Analyst/Executive Assistant

REPORTS TO:

Chief Financial Officer and Treasurer

SUBORDINATE POSITIONS:

None

JOB PURPOSE:

Within the Treasury Department, this position performs a variety of senior accounting activities that support the Chief Financial Officer/Treasurer (CFO), Deputy Treasurer, and Finance Manager. Work assignments will primarily cover the following areas: analysis associated with budgets; in-depth financial analyses, preparation of financial models and forecasts; reviewing business plans and reports with financial implications; policy development; account reconciliations; staff reports; briefing notes on various financial issues; research and other municipal comparisons; local improvement calculations and monitoring; contract reviews; and involvement in special projects and reports. The position is also the Executive Assistant to the CFO.

Projects may relate to AP, A/R, general ledger, purchasing, asset management, or significant financial planning, research, staff report writing, calculating financial loans such as local improvements, or assistance to the team where needed.

TASKS:

% of Time

- 1. Financial Analysis and Reports** **70%**
 - Prepare various financial reports as required by the CFO, which may be related to general ledger accounts for a specific department, council inquiries, financial analysis to support decisions, present value analysis for project comparisons; replacement

value calculations for capital assets; long-term forecasting; various financial historical statistics; assistance with business case reporting for major project decisions;

- Investigate and review adhoc inquiries received from internal Departments, and provide appropriate response, whether verbal or written;
- Assist with cost analysis maintenance per required methodologies to support user fees rates for departments that require such calculations, i.e. Planning, Building, Engineering;
- Maintain various schedules required by the CFO during budget season;
- Assist with year-end analysis and reporting as required by the CFO;
- Maintain financial statistics quick facts and municipal comparators using municipal database or other methods of data collection;
- Assist with Asset Management Financial Planning as requested by the CFO, including forecasting future financial requirements;
- Prepare journal entries as directed by the CFO, Deputy Treasurer or Finance Manager;
- Prepare Treasurer's Statement for local improvement loans and monitor loan payments and reconciliations.

2. Executive Administration

20%

- Assist with all incoming and outgoing communications for the CFO, including emails, phone calls, reports and internal correspondence;
- Maintain a high degree of discretion and confidentiality;
- Maintain records management of documents, such as reports, meeting notes, emails and letters;
- Keeping CFO's calendar up-to-date, including adding events, rescheduling appointments and providing daily briefings;
- Acting as the gatekeeper for internal and external contacts, including vendors, colleagues, and customers;
- Conducting research and creating reports on various topics based on the needs of the CFO;
- Provide support to CFO, Deputy Treasurer and Finance Manager as needed;
- Gather documents for FOI requests;
- Attend meetings as Treasury representative when directed.

3. Policies, Procedures (SOPs), RFPs

5%

- Assist with the updating of policies and procedures, or writing of new procedures as required;
- Issue as required RFP's for the Treasury Department such as banking, auditors, development charge study, etc.

4. Other

5%

- Present staff reports to Council in some circumstances;
- Assist with banking deposits.
- Other duties as assigned.

QUALIFICATIONS / EDUCATION:

- Completion of a university Degree in Accounting, Business Administration, Economics or related discipline;
- Strong mathematical skills and ability to perform complex mathematical calculations;
- Working knowledge of; Town by-laws; municipal taxation and assessment process; application of provincial legislation; Municipal Act, Assessment Act, Development Charges Act and municipal financial operations and administration in general;
- Knowledge and experience with general accounting principles, Public Sector Accounting Standards (PSAB) and International Financial Reporting Standards (IFRS).
- Ability to conduct research and create reports or presentations;
- Excellent interpersonal, administrative, organizational, attention to detail, time management, problem solving, presentation, analytical and customer service skills;
- Ability to handle sensitive information with discretion;
- Strong computer literacy utilizing the MS Office suite of products and Internet;
- Good knowledge of financial information systems software;
- Proven verbal and written communication skills and report writing abilities;
- Ability to work independently and effectively as a member of a team;
- Ability to establish and maintain effective business relationships with all levels of employees and elected officials;
- Strong initiative and ability to work with multiple priorities in a fast paced environment;
- Willingness to work overtime to achieve deadlines.
- Ability to provide an acceptable criminal records check and driver's abstract upon hire.

PROFESSIONAL DESIGNATION:

- Working towards Canadian CPA or CA designation
- Municipal Accounting and Finance Program Certificate

EXPERIENCE:

Three (3) years previous related job experience, two (2) years on the job, five (5) years total relevant experience.

ACKNOWLEDGEMENT OF RECEIPT:

Please print and sign name.

Employee

Date

HR/Manager

Date

Department Head

Date