



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: FINANCIAL ANALYST **SCHEDULE:** B
DIVISION: FINANCIAL PLANNING **PAYGRADE:** 16
DEPARTMENT: FINANCE

JOB SUMMARY:

Reporting to the Strategic Financial Analyst, and as a member of the Finance team, the incumbent is responsible for complex financial and budgetary analysis. The Financial Analyst is expected to work in a self-directed manner and display considerable initiative and independent judgment. Responsibilities include performing financial analysis on a variety of capital and special projects; researching and interpreting budgets and costs; reviewing and evaluating internal controls and systems to make recommendations for improvement; performing costing scenarios; executing processes related to reserve funds, debt, investments, and grant revenues; ongoing system maintenance and training; and report development. Additional responsibilities include preparing year-end working papers, preparing schedules and notes to the financial statements, and responding to audit questions and requests for information. Performs other related duties as required.

MAJOR RESPONSIBILITIES:

Areas of responsibility include capital, reserve funds, debt (both external and interfund), leases, investments, and grant revenues.

Under general supervision of the Strategic Financial Analyst:

Participates in the budget cycle by:

- forecasting debt, lease, and reserve fund balances;
- using cost benefit analysis, lifecycle costing and other financial analysis for the purpose of recommending preferred options for funding projects;
- performing costing analysis for various operational or capital requirements;
- working with budget holders to obtain information for the financial plan in preparation for its review by Council;
- assisting with the preparation of the capital expenditure program and the annual budget;
- researching, assessing, and interpreting variance analysis on budgets and expenditures and working with budget holders to adjust budgets going forward when necessary; and
- monitoring reserve fund balances.

Participates in the accounting cycle by:

- preparing journal entries for all areas of responsibility;
- analyzing and funding current capital costs in accordance with internal and external standards, policies, and restrictions;
- assisting in the development of records related to capital assets and operating accounts;
- maintaining records related to all areas of responsibility;
- reconciling all activities from the year for all areas of responsibility;
- preparing working papers and financial statement schedules for all areas of responsibility; and
- responding to auditor requests for information.

Reporting and other duties:

- gathering and entering data necessary for the designing, maintaining and generating of a broad range of spreadsheets and reports, including statutory reports as required by the Financial Information Act, Provincial Ministries and Statistics Canada;
- reviewing a variety of records, accounts, documents and reports for conformity and accuracy;
- participating in reviews, examinations and testing of current and proposed systems and computer applications, including recommending changes to improve internal controls and/or efficiencies;
- assisting with background set-up and ongoing maintenance of the integrated financial system and capital budgeting system;
- providing guidance and training to employees on the capital budgeting system and relevant sections of the integrated financial system;
- enhancing and documenting work procedures;
- participating in special projects as assigned;
- assisting other sections of the department as required by providing relief for staff members on vacation, sick or during peak workload periods.
- Knowledge of WorkSafe BC regulations, occupational hazards, and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

QUALIFICATIONS:

Education: High school graduation, along with a two-year post-secondary diploma or Bachelor's degree in Finance, Mathematics, Economics, Accounting or a related field which includes courses in accounting, from a publicly-accredited post-secondary institution recognized in the BC Transfer Guide.

Experience: With a Bachelor's degree, two (2) years of related progressive experience in finance, accounting, and budgeting and with a diploma, five (5) years of related progressive experience in finance, accounting, and budgeting.

Previous experience must include complex financial analysis, budget creation and analysis, financial and accounting transactions, and the use of quantitative analysis such as time value of money concepts, managerial accounting, forecasting and or other related disciplines. Municipal or other government finance, budgeting, or accounting experience is considered an asset.

Knowledge and Skills:

Considerable knowledge of financial, debt and or statistical analysis as well as variance reporting and interpretation. Considerable knowledge of fundamental accounting principles. Advanced level with MS Excel including pivot tables, complex formulas and functions including working with arrays, filters and linking multiple spreadsheets, and considerable expertise with integrated financial systems. The ability to produce concise and complex financial reports. The ability to keep abreast of City policy changes. The ability to make repetitive numerical calculations with speed and accuracy and to control and balance various records and summaries. The ability to handle multiple tasks and projects, and effectively meet tight deadlines. Strong leadership skills in planning, prioritizing, organizing, and controlling issues. Well established analytical and critical thinking skills. Demonstrated attention to detail. The ability to use diplomacy when recommending, clarifying or negotiating with others. The ability to openly and respectfully communicate in a way that promotes understanding in both verbal and written form. Demonstrated initiative and the ability to function in an independent manner. The ability to function within, and contribute to, a collaborative team environment. The ability to keep abreast of a changing work environment. Resourceful and able to apply continuous improvements to processes. Strong customer service orientation. The ability to develop and maintain professional working relationships with internal customers and external service providers. Discretion in handling confidential matters. Demonstrated competence with various computer programs pertaining to the work. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to bullying and harassment, working alone and other significant hazards.

Valid BC Driver's License:

No.

Vehicle Usage:

No.

Police Information Check:

Yes. As a condition of employment, must be able to obtain and maintain a clear Police Information Check for offenses related to the position.

Prepared by: R. Clark/K. Dalio

Date prepared: September 2015

Date revised: July 22, 2020

Revised by: R. Clark

Date revised: January 2022

Revised by: J. Cave/K. Dalio