



**Full Time Senior Financial Analyst
Posting # CS2024-002
\$72,727 - \$93,912 annually**

MANDATE:

To complete all necessary finance returns, subsidy claims, ministry reports, grant applications, financial returns and other reporting or reconciliations as required, ensuring strict adherence to funding requirements. Process all accounts payable and receivable transactions in accordance with generally accepted accounting principles. Perform monthly bank reconciliations. Participate in procurement initiatives for Lanark County as well as providing assistance and guidance to other departments to ensure compliance with purchasing policies. Assist with the completion of the annual fiscal operating and capital budgets for Lanark County. Assist with administering the tangible capital asset policy and asset management plan for Lanark County and the Lanark County Housing Corporation. Provide functional supervision to the Finance Assistant. To provide managers and Council with strategic financial advice and analysis to assist in decision making and ensure effective implementation of business plans. Must have strong analytical skills and must possess a high degree of ability to utilize complex manual and automated financial and accounting systems and processes.

QUALIFICATIONS:

Four-year university degree in Business or related field, plus Chartered Professional Accountant (CPA) designation or enrolled in program. Ability to create complex financial documents and perform financial analysis with multiple factors. Effective written, verbal, listening and communications skills. Computer proficiency in MS Office suite of applications and quick adaptation to new databases. Excellent organizational and problem-solving skills.

This position is evaluated at Level 8 (\$39.96 - \$51.60) per hour of the 2024 NUG Salary Grid. Date of opening: as soon as possible.

Lanark County Offers:

- **Competitive salary package.**
- **Extended healthcare coverage, dental and vision care, disability insurance, life & dependent life insurance.**
- **Ontario Municipal Employers Retirement System (OMERS) pension plan.**
- **Competitive paid time off (vacation, floats, sick, etc).**
- **Flexible working arrangements/hybrid working from home.**
- **Employee Assistance Plan (EAP).**
- **Wellness promotion account.**
- **Training and development opportunities.**

Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal, we look forward to receiving a detailed resume, **quoting posting number CS2024-002, no later than Sunday, October 27th, 2024** addressed to: Lanark County, Human Resources, Administration Building, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; **Email: csjobs@lanarkcounty.ca** **When emailing your application, please ensure your cover letter, résumé and any other related documents are submitted in one file preferably MSWord (.doc or .docx) or Adobe (.pdf).** Email subject line should include your "name" and job posting number "CS2024-002" (example: Jane/John Doe CS2024-002).

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.