



Full Time Opportunity

**Accounting Analyst 2, Finance Department**

C.U.P.E. Local 1785-01

Rate of Pay: \$39.40

Reporting to the Manager of Finance, the Accounting Analyst will be responsible for Development Charges, Asset Management and corporate procurement; as well as assist in the preparation, monitoring and consolidation of annual corporate budgets, and provide financial analysis to facilitate management decisions on various assigned projects.

The Accounting Analyst responsibilities include but are not limited to:

- Assist in Development Charge interpretation, collection and tracking.
- General Accounting functions; prepare reports, reconciliations and schedules.
- Provide corporate guidance and oversee corporate procurement.
- Assist in the production of the annual capital and operating budgets, including analysis, calculation of estimates and presentation.
- Maintain the FMW budget software for corporate use and provide training to staff.
- Assist in monitoring the corporation's daily and projected cash position, reserve fund balances and investment portfolio for the purpose of making recommendations on magnitude, duration and type of investment vehicles
- Coordinate and maintain asset management portfolio
- Back-up to tax clerk position
- Participate in special project assignments to support effective decision making in the resolution of financial and operational issues.

**QUALIFICATIONS:**

1. Completion of a University degree in Accounting, Commerce or Business Administration. In addition, the candidate must be actively pursuing a CPA designation (proof of registration will be required).
2. Municipal Accounting and Finance Program with advanced standing would be considered an asset.

**SKILLS AND COMPETENCIES REQUIRED:**

1. Proficient in use of MS Office (ie. Word, Excel, PowerPoint and Outlook)
2. Knowledge and experience with Microsoft Dynamics Great Plains and FMW budget software
3. Knowledge and experience with municipal procurement
4. Knowledge and experience with records retention is considered an asset
5. Municipal tax experience is considered an asset

Please submit a covering letter and resume clearly outlining how you meet the qualifications of this position no later than 4:30PM on **Monday, November 11, 2024**, to Valerie Ratchford, Human Resources [resumes@scugog.ca](mailto:resumes@scugog.ca).

As part of the hiring process, selected applicants will undergo pre-screening and will complete a test.

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

**The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).**