

## BUSINESS FINANCIAL ANALYST - EMS

<b>Employment Status:</b>	Permanent, Full-Time
<b>Compensation Range:</b>	\$34.07 - \$38.36 / 35 hours per week
<b>Location:</b>	399 Ridout St. N, London, ON
<b>Union/Non-union:</b>	CUPE 101.5

### POSITION OVERVIEW

Reporting to the Treasurer and CEO/Executive Chairman for Middlesex-London Paramedic Service, the Business Financial Analyst will be responsible for assisting with all business and financial matters for Middlesex-London Paramedic Service including but not limited to business and financial analysis, reporting and assisting with budget preparation. This is a unionized position within our CUPE 101.5 bargaining unit.

### QUALIFICATIONS

- 3-year college diploma or university degree in Finance – Accounting, Business, Math, Statistics, or a related field.
- Three (3) years of work-related experience or an equivalent combination of education and experience including at least two years of experience in an analyst role.
- Chartered Professional Accountant (CPA) designation is an asset.
- Understanding of accounting practices and concepts in a municipal environment preferred.
- Knowledge of computerized information systems and municipal accounting related software (Microsoft Office Suite, Great Plains, Qwestica).
- Excellent time management and organizational skills.
- Current Criminal Record Check that is satisfactory to Middlesex County.

### WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists. At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

### HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to [hr@middlesex.ca](mailto:hr@middlesex.ca) by 4:30 p.m. on July 5, 2024.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

### WHAT WE OFFER

- Flexible Work Opportunities
- Employee Recognition Events
- Professional Development
- Flex Time/Banked Time-Off
- OMERS Pension Plan
- Health and Dental Benefits
- Employee and Family Assistance Program

### VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

**Join our team and build a rewarding career!**

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



## COUNTY OF MIDDLESEX POSITION DESCRIPTION

**TITLE:** Business Financial Analyst - EMS  
**DEPARTMENT:** Finance  
**REPORTS TO:** Treasurer and CEO/Executive Chairman  
**EFFECTIVE DATE:** July 2023      **POSITIONS SUPERVISED:** None

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### POSITION SUMMARY:

Reporting to the Treasurer and CEO/Executive Chairman for Middlesex-London Paramedic Service, the Business Financial Analyst will be responsible for assisting with all business and financial matters for Middlesex-London Paramedic Service including but not limited to business and financial analysis, reporting and assisting with budget preparation.

### PRINCIPAL RESPONSIBILITIES:

- Monitor and analyze the Middlesex-London Paramedic Service operating and capital accounts.
- Monitor and analyze the operating accounts for the Community Paramedicine program.
- Prepare financial reports for the Ministry of Health and other community partners as required.
- Assists in the preparation of the Middlesex-London Paramedic Service annual operating and capital budgets.
- Assists in the multi-year budget planning process, as required.
- Prepare monthly budget tracking reports for the senior management team including budget vs actual budget trends.
- Provides guidance on a wide range of business financial planning, accounting, and reporting policies and procedures.
- Conduct business and system analysis for the Middlesex-London Paramedic Service, as assigned.
- Maintains detailed records and documentation for record retention and auditing purposes in accordance with statutory requirements and internal control policies and procedures.
- Acts at the backup for the Junior Financial Analyst role.
- Assists the Treasurer and/or CEO Executive Chairman with special projects, as requested.
- Performs other duties as assigned.



## **MINIMUM QUALIFICATIONS**

### Education & Experience

- 3-year college diploma or university degree in Finance – Accounting, Business, Math, Statistics, or a related field.
- Three (3) years of work-related experience or an equivalent combination of education and experience including at least two years of experience in an analyst role.
- Chartered Professional Accountant (CPA) designation is an asset.
- Current Criminal Record Check that is satisfactory to the County of Middlesex.

### Knowledge, Skills and Abilities

- Understanding of accounting practices and concepts in a municipal environment preferred.
- Knowledge of computerized information systems and municipal accounting related software (Microsoft Office Suite, Great Plains, Qwestica).
- Excellent time management and organizational skills required to manage the demands of multiple, overlapping time frames and deadlines.
- Results oriented with a strong-analytical skill set and attention to detail.
- Excellent interpersonal and communication skills, both oral and written.
- Ability to use tact and diplomacy in dealing with sensitive and confidential information.
- Ability to balance multiple priorities, often with conflicting timelines in a fast-paced environment.