

**CORPORATION OF THE COUNTY OF MIDDLESEX
POSITION DESCRIPTION**

POSITION: Financial Analyst
DEPARTMENT: Treasury
REPORTS TO: Treasurer
EFFECTIVE DATE: November 2021 **POSITIONS SUPERVISED:** None

POSITION SUMMARY:

Reporting to the Treasurer the Financial Analyst is responsible for the County's investment files and assists the Treasurer with the completion of required financial reporting (FIR, Performance Measurement), budget preparation, monthly and year end reporting. This position also works directly with the Strathmere Lodge Administrator and is responsible for all financial reporting for the Home, and assists in the development of the annual budget.

PRINCIPAL RESPONSIBILITIES:

1. Conduct reporting and analysis including preparing complex general ledger account reconciliations, preparing and processing remittances and/or payments and administering HST (including corresponding with Canada Revenue Agency)
2. Responsible for the day to day reporting of the County's investments
3. Assist in the preparation of the Financial Information Return, Performance Measurement report and the 5 year Capital forecast
4. Prepare yearend financial analysis and working papers
5. Maintain investment files, cash flow forecasts, and investment maturity schedules
6. Liaise with internal departments on questions, entries & reports, assist departments in reviewing and interpreting financial results and analysis
7. Responsible for all aspects of financial reporting for Strathmere Lodge
8. Monitor and analyze the Strathmere Lodge operating and capital accounts
9. Responsible for MIS submission to the Ministry
10. Responsible for the Strathmere Lodge Annual Report to the Province and liaison with External Auditors
11. Responsible for the Ministry/LHIN reporting for Strathmere Lodge
12. Provide assistance to Strathmere Lodge department heads for analysis and associated reports as they pertain to operating and capital, including forecasting activities and related projects
13. Assist Strathmere Lodge department heads in the preparation of the Strathmere Lodge Annual Operating Budget and ongoing monthly reporting requirements
14. Conduct Strathmere Lodge trust fund and reserve fund analysis and prepares financial reports as required
15. Develop policies and recommend best business practices for compliance with legislative requirements
16. Undertake projects and other duties as assigned

MINIMUM QUALIFICATIONS:

- Successful completion of a University Degree in Business Administration, Accounting, Finance or a related program.
- Professional designation (CA, CMA, CGA) required

- A minimum of five years of financial planning & analysis or cost accounting experience
- Thorough knowledge of accounting principles and practices, data processing systems, public accounting, and financial control procedures.
- High level of proficiency in computer applications (i.e. Microsoft Applications - Excel, Outlook, and Word) and information systems
- Excellent analytical, reasoning, investigative, and documentation skills
- Excellent written and verbal communication skills along with ability to build and maintain effective working relationships with internal and external contacts
- Demonstrated tact and the ability to handle confidential matters with discretion