

The Township of Adelaide Metcalfe is located at the west side of the County of Middlesex, northwest of the Town of Strathroy. Situated along the 402 Highway corridor, it covers an area of 17.793 hectares and has a population of approximately 2,995 people. The Township borders with the Municipality of North Middlesex, the Municipality of Strathroy-Caradoc, and the County of Lambton both to the west (Township of Warwick and Municipality of Brooke Alvinston).

Overview of the Position

As a member of the finance team, the Financial Analyst is primarily responsible for administering the day-to-day financial operations of the Township. Functional areas relate to Accounts Payable, Accounts Receivable, Property Taxes, Financial Reporting, Budget and Audit.

The key qualifications that align with Adelaide Metcalfe's needs include:

- University degree in Finance, Commerce, Business/Public Administration, or related discipline
- CPA designation or working towards obtaining a recognized professional accounting designation (CPA) would be considered an asset
- Three (3) to five (5) years' experience in the accounting and finance field, preferably in a municipal environment
- Experience working with Municipal financial software

This is a temporary contract position to cover a maternity leave for 15 months.

This maternity leave contract position will be required to work full-time for 35 hours per week between Monday to Friday (9:00 am – 4:00 pm), some over-time may be required from time to time.

Additional details and full job description are available at www.adelaidemetcalfe.on.ca

What We Offer

The pay range for this position is \$29.57 to \$34.59 per hour for a 35-hour work week, plus vacation pay.

How to Apply

Interested candidates are invited to submit their cover letter and resume to Johnny Pereira, Treasurer, by email at hr@adelaidemetcalfe.on.ca by 4:00 pm on Wednesday, December 1, 2021.

The Township 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

We thank all applicants who apply, but only those applicants to be interviewed will be contacted. 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.



Township of Adelaide Metcalfe Job Description

TITLE:	Financial Analyst (Maternity Leave)		
DEPARTMENT:	Administration		
REPORTS TO:	Treasurer		
EFFECTIVE DATE:	Nov. 2021	POSITIONS SUPERVISED:	None

POSITION SUMMARY:

As a member of the finance team, the Financial Analyst position is primarily responsible for administering the day-to-day financial operations of the Township. Functional areas relate to Accounts Payable, Accounts Receivable, Property Taxes, Financial Reporting, Budget and Audit.

PRINCIPLE RESPONSIBILITIES:

Property Taxes:

- Assists with all aspects of property tax billing to meet the funding requirements based on annual budget as approved by Council. This includes issuing interim, supplementary, and final tax billings while ensuring all legislated requirements are met; calculation of municipal tax rates for the general levy; tax reconciliation and balancing assessment roll
- Maintains Pre-Authorized Payment (PAP) listing for monthly and due date payments.
- Processes all changes in tax information into Keystone and roll as required including tax rates, name and address changes, mortgage information and property splits.
- Sends monthly tax statements for overdue accounts.
- Maintains liaison with banks regarding tax collection and transfer of funds
- Responds to a high volume of questions from the public in person or over the phone relating to taxation.
- Acts as a resource on tax matters for other staff and the public on tax and related matters
- Produces reports, statistics and related information as required
- Assists with the tax registration process when needed
- Responds to questions from lawyers, real estate agents, mortgage companies, accountants and the individual rate payers on the status of taxes and related matters, attempting to solve problems personally and referring sensitive or difficult issues to the Treasurer.

Treasury Support Duties

- Assists in closing books for the year, preparing required statements, reports and statistics
- Assists in the preparation of the annual audit, including preparation of requested documentation and assist with audit inquiries from various government departments and agencies
- Responsible to ensure all accounting activities shall be in compliance with Public Sector Accounting Standards
- Seeks process improvement opportunities and suggest changes to the Treasurer.
- Maintains drainage maintenance and construction sub-ledger, prepares billing for all new and repaired drains in cooperation with the drainage superintendent and assist the Treasurer in applying to OMAFRA for drain maintenance and construction grants.
- Assists with the development and enforcement of internal controls relating to approval, authorization, and accountability to properly adhere to accounting standards.
- Provides supporting financial information and undertakes analysis as required to support internal departments.
- Prepares weekly bank deposits and reviews weekly cash counts to ensure proper controls are in place
- Analyzes and reconciles various general ledger and sub-ledger accounts; prepares appropriate general journal entries and year end audit working papers. Perform reconciliations for a number of bank accounts held by the Municipality.
- Assists in establishing the annual operating and capital budget; including the templates, coordination, and consolidation under the direction of the Treasurer. Provides analysis to assist department managers in developing departmental budgets.
- Responsible for records management with respect to finance related records.
- Processes accounts payable for the Municipality, receiving approved invoices directly from departments, checking details and documentation, coding and posting invoices, issuing cheques, processing online payments, and EFT payments. Continues to promote online compliance with suppliers. Compiles reports for review and approval by Treasurer,
- Follows up with suppliers regarding problems with invoices and responds to enquires regarding payments.
- Prepares annual animal licensing billings. Makes adjustments and applies necessary penalties as per Municipal by-laws
- Maintains a listing of all dog owners in the Municipality directly referenced to each dog.
- Assists in responding to all animal licensing questions or concerns by phone, correspondence and in person.



- Assists with remittances of source deductions (CPP, EI, Federal Tax) on a monthly basis.
- Prepares and processes invoices for the Municipality.
- Provide support to the Treasurer as required

Administrative Support

- Acts as a backup to the front counter for the public at the Municipal Office by responding directly to inquiries or directing inquiries to the appropriate staff member.
- Provides general administrative support to Township's Administration, including but not limited to: Chief Administrative Officer, Clerk, Public Works Manager, Fire Chief/Health & Safety Coordinator, Chief Building Official and Drainage Superintendent."

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to work independently within prescribed procedures and protocols
- Advanced customer service skills with the ability to diffuse conflict
- Demonstrated ability to use computer systems, financial/taxation software and process to perform duties (e.g. accounting software, Microsoft Office Products, online services, etc)
- Working knowledge of municipal functions and responsibilities, municipal legislation, procedures and practices.
- Strong problem-solving skills
- Good oral and written communication skills
- Excellent time management and multi-tasking skills.
- Demonstrated ability to use judgment and initiative to develop effective and constructive solutions to challenges and obstacles.

MINIMUM QUALIFICATIONS:

- University degree in Finance, Commerce, Business/Public Administration, or related discipline
- CPA designation or working towards obtaining a recognized professional accounting designation (CPA) would be considered an asset
- Three (3) to five (5) years' experience in the accounting and finance field, preferably in a municipal environment
- Experience working with Municipal financial software

WORKING CONDITIONS:



TOWNSHIP OF
**Adelaide
Metcalfe**

- Normal work is 35-hours per week, Monday to Friday. Evening and/or weekend work will be required at times.