



## **JOB DESCRIPTION**

**TITLE:** FINANCIAL ANALYST

**DEPARTMENT:** Finance

**LEVEL:** 15 (Subject to JE)

**Position Last Evaluated: Dec 2014**

**Job Desc. Last Updated: Jul 2019**

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### **JOB SUMMARY**

Reporting to the Manager, Business, Asset & Financial Planning, the incumbent is responsible for planning, coordinating, and administering the budgetary systems and documentation for the City of Nanaimo. The Financial Analyst will work closely with City staff at various levels, seeking and soliciting co-operation and information, and participate in problem solving efforts to complete the financial planning model. The incumbent will be responsible for identifying sources of grant funding available to the City of Nanaimo and work with departments throughout the City to apply for and administer the various grants, and will ensure that applications and funding claims are submitted according to the grantors' requirements.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Coordinates the preparation and administration of the municipal budgets, reviews budget submissions to ensure consistency and compliance with guidelines, and monitors budget adjustments.
2. Prepares and reviews monthly budget and projection variance analysis and financial reports, and reports on significant variances and identifiable trends.
3. Performs analysis of various financial information to be provided to managers for decision-making.
4. Actively researches potential sources of grant funding, coordinates departmental submissions for grant applications, claims, and year-end reporting, and ensures timely submission and submits extension requests when necessary. Coordinates grant audits by providing detailed information to auditors and responding to inquiries.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

5. Participates in reviews, examinations, and testing of current and proposed departmental systems and computer applications, including recommending changes to improve upon internal controls and/or efficiencies.
6. Participates in the development and implementation of budget and accounting policies, procedures, and standards for all financial functions. Assists in the planning, implementation, and improvement of financial systems. Works collaboratively with internal and external stakeholders to assess and troubleshoot City budget software and provides training to new users.
7. Assists with business case development and asset management register maintenance as required.
8. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of accounting theory, principles, practices, and procedures.

Thorough knowledge of computer applications. Ability to develop new systems and procedures to meet changing information needs.

Ability to produce concise and complex financial reports.

Ability to maintain effective working relationships with all levels of municipal staff and with various external parties.

Ability to communicate, understand, and effectively give, as well as carry out, oral and written communications.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Ability to work with a minimum of supervision and be self-motivated.

Strong leadership skills in planning, prioritizing, organizing, and controlling. Ability to work within deadlines.

Advanced computer skills in accounting and spreadsheet applications.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Persuasive diplomacy required when recommending, clarifying, or negotiating matters with others, while respecting confidentiality.

Thorough knowledge of computerized accounting systems.

Ability to organize work priorities, meet deadlines, and maintain confidentiality.

Strong analytical accounting and problem solving skills.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Completion of a recognized British Columbia Professional Accounting Designation (CPA).

Minimum 4 years' experience in a large accounting environment working with an ERP system (e.g. SAP).

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Must be in good health and have sufficient physical strength and agility to perform required work activities of this position.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.