



## **JOB DESCRIPTION**

**TITLE:** FINANCIAL ANALYST

**DEPARTMENT:** Finance

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

**Position Last Evaluated: Dec 2014**  
**Job Desc. Last Updated: Jun 2018**

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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 also 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. The incumbent ensures 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 operating and capital 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; ensures timely submission and submits extension requests when necessary. Coordinates grant audits by providing detailed information to auditors and responding to inquiries.
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.

**TYPICAL DUTIES AND RESPONSIBILITIES (Cont)**

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; provides training to new users.
7. Assists in Business Case development and reviews.
8. Asset Management register maintenance.
9. 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.

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

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Professional accounting designation (CPA).

Minimum 4 years' experience in a variety of complex accounting practices in a computerized environment.

**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.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.