

EXTERNAL JOB OPPORTUNITY

POSITION:	FINANCIAL ANALYST POOL	JOB POSTING #:	2019-0266-M
POSTING PERIOD:	Tuesday, September 24, 2019 at 8:30 am to Friday, December 20, 2019 at 4:30 pm		
DEPARTMENT:	Finance	UNION:	Non-Union
LOCATION:	Various	JOB CODE:	NU0095
POSITION STATUS:	Temporary Full-Time or Temporary Part-Time	GRADE/CLASS:	NU08
# OF POSITIONS:	Pool – “as needed basis”	RATE OF PAY:	\$58,517.15 - \$71,127.74 Annually
POSITION #:	N/A	SHIFT WORK REQ'D:	No

DUTIES:

Reporting to a Manager in the Finance Department, the successful applicant will assist in the development, review, presentation and publication of financial information. Assists in the creation, documentation and monitoring of financial controls, policies and procedures. Assists in finance-related workshops and is a liaison for financial inquiries. Will assist in the development of Service Area budgetary and financial information as well as performance measurements. Will be requested to provide City-wide financial, analytical assistance in all operating areas supported by the Finance Department. Assists in the research and development of related statistical and graphical reports; Will perform Occupational Health & Safety duties as outlined in the Corporation’s Health & Safety Program. Will perform other related duties as required.

NOTE: Financial Analysts may be assigned to specific departments at the discretion of the Managers of the Finance Department and consequently specific duties will vary depending on needs. Financial Analysts should expect to be rotated to accommodate backup requirements and to encourage creativity and corporate financial development.

QUALIFICATIONS:

- Must have a University degree in Accounting or Finance or Ontario Ministry of Education equivalency and a minimum of two (2) years of experience in a computerized accounting environment;
- **OR** Must have a post secondary school community College diploma in Accounting or Finance or Ontario Ministry of Education equivalency and a minimum of four (4) years of experience in a computerized accounting environment;
- **OR** Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency plus a designation in Accounting (i.e. CPA/CA, CPA/CGA, CPA/CMA or acceptable equivalency as recognized by an applicable regulatory body) and over ten (10) years of experience in a computerized accounting environment;
- Must be able to demonstrate an advanced level of knowledge in Excel;
- Must have extensive working knowledge of Microsoft applications such as Word and PowerPoint;
- Must be able to demonstrate excellent organizational skills;
- Must be able to demonstrate strong and pronounced interpersonal and mediation skills;
- Must be available to work overtime during peak periods;
- Must be highly motivated and creative;
- Should have knowledge of the Occupational Health & Safety Act, its regulations and knowledge of the hazards associated with work;
- High customer service orientation, excellent organization and communication skills and the ability to work well independently and also as part of a team are required;
- A recognized designation in accounting (i.e. CPA/CA, CPA/CGA, CPA/CMA or acceptable equivalency as recognized by applicable regulatory body) along with a University degree or Community college diploma will be considered an asset;

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QUALIFICATIONS CONTINUED:

- Experience with PeopleSoft Financials and Amanda will be considered an asset;
- Experience in conducting research, maintaining and reporting comparative statistics as well as developing policies and procedures will be considered an asset;
- Experience in Government reporting, procedure-related Quality Assurance reviews and reporting and experience in high volume/complex database extracting and sorting/organizing is an asset;
- The physical demands analysis associated with this job indicates a light level of work.

Terms of employment will vary depending on the nature of the assignment. Assignments will be of a temporary nature, which can include short-term placements as well as long-term placements. These assignments may be on a temporary full-time or temporary part-time basis. As a member of the Financial Analyst Pool you will be on an "on-call" basis and must be available for any assignment. Selectivity of assignments is not permitted.

HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- Applicants who do not have access to a computer must attend the City of Windsor's Human Resources Department, located at 400 City Hall Square East, 4th Floor, Suite 408, to complete a paper copy of the application.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee the data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.
To apply for this position, click [APPLY NOW](#)

NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.