

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Senior Financial Analyst – Development Charges & Capital Management

Requisition ID: 136044
Department: Finance
Classification: 1 Full-time, Permanent
Affiliation: Non-Union
Vacancy Reason: Existing
Shift/Hours: Monday – Friday, 8:30 am – 4:30 pm, 35 hours per week
Salary Range: \$107,070.60 to \$118,682.20 annually
Work Location: City Hall, One the Esplanade South, Pickering, ON (On-site)
Date Posted: Wednesday, February 19, 2025
Deadline to Apply: Sunday, March 16, 2025

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Senior Financial Analyst – Development Charges & Capital Management.

The successful incumbent is responsible for coordinating the completion of the Development Charges (DC) Background Study and all aspects of capital financing and accounting, reserves and reserve funds, internal loans and debentures issues, producing financial reports, Reports to Council, statements and analyzing business and financial performance data.

Responsibilities with respect to DCs include monthly reconciliations of collections, preparing the Treasurer's Annual statement of Reserve Fund Balances, analyzing legislative changes and their impact on collections, and responding to inquiries from departments and the development community. The incumbent also acts as a resource to other departments for interpreting financial data and in their reporting of grant expenditures to grant authorities. Completes special projects as assigned.

Primary Responsibilities

- Coordinates and provides primary support for the completion of the Development Charges Background Study, including assistance for the compilation of required data, provision of related analyses, Reports to Council on the results, interpretation of by-law/legislation and external reporting.
- Controls and accounts for development charges; apportionment of interest to categories; maintenance of cumulative balances of categories; maintenance of annual inflation protection update of DCs amount as required by by-law.
- Controls and manages Reserves and Reserve Funds transactions and records in accordance with Council approved policies, Municipal Act and Development Charges Act; including recording of interfund transfers; developer contributions relating to subdivision agreements and interest income on balances.
- Prepares a variety of reports for management review pertaining to capital projects including review of all capital expenditures, maintenance of capital project files, reviews and explanation of budget variances, revisions to capital projects as per approved budgets, accounting entries necessary to reflect the approved financing method of the projects, and quarterly status reports to the Directors and operating departments. Ensures departments follow corporate financial policies, such that final budget variances are minimized or fully explained.
- Assists departments with report to Council including capital financing requirements and including reviewing capital report to Council on behalf of the Treasurer
- Annual funding of capital projects; analyze capital position and ensure funding of capital projects are in accordance with Development Charges Act, Municipal Act, Public Sector Accounting Board (PSAB) practices and grant funding agreements.
- Prepares capital financial statements for provincial and federal grants applications and reporting requirements for approved grants.

- Monitors and prepares mid-year and year-end reports pertaining to the corporate Reserves and Reserve Funds and provides accurate and up-to-date information to management. Provides multi-year forecast on Reserves and Reserve Funds to management for budgeting purposes.
- Prepares annual year-end report to Council pertaining to Treasurer's Statement in accordance with guidelines set out in the Development Charges Act and Regulations, Planning Act for the Parkland Reserve Fund and Public Benefits Reserve Fund, and Community Benefits Charge Reserve Fund.
- Administers the Canada Community Building Fund program ; coordinates with departments for required info, liaises with contact at AMO, and annual online submission/reporting requirements.
- Reviews work done by Financial Analyst for monthly recording and remittance of DCs to the Region of Durham, Public School Board and Catholic School Board.
- Administers debenture debt obligation for both external and internal borrowings.
- Prepares year-end working papers and schedules for reporting of outstanding debt and annual debt charges, capital transactions, Reserves and Reserve Funds, Treasurer's Statement related to Development Charges Reserve Fund, for the Consolidated Financial Statements and the FIR. Conducts work related to external audit requirements.
- Provides future debt charges, multi-year forecast debt charges for budgeting purposes and financial analysis.
- Prepares special reports to assist in decision-making and resolution of financial and operational issues.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- University degree in Accounting, Business Administration, Economics or related discipline.
- Completion of a professional designation (CPA).
- Five years' financial analysis experience in a mid-level to large organization with experience in computerized financial planning and reporting.

Knowledge, Skills and Abilities

- Knowledge of generally accepted accounting principles and general municipal accounting.
- Advanced knowledge of computerized spreadsheet software, supplemented by experience in a SAP environment and other corporate standard software.
- Strong analytical, organization, presentation and customer service skills.
- Strong communication and report writing skills and verbal/written proficiency in the English language.
- Ability to work independently on assigned duties with minimum supervision and work effectively as a member of a team when required.
- Ability to establish and maintain effective business relationships with all levels of employees and elected officials.
- Ability to work with multiple priorities in an active environment.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.

Compensation also includes a comprehensive benefits package and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

