



Finance Coordinator (Budget and Financial Planning)

Job Brief

This position coordinates financial matters related to Operating and Capital functions and ministry programs in various departments within the City of Kawartha Lakes.

Job Title Finance Coordinator (Budget and Financial Planning)

Wage \$37.44 - \$40.50 (2025)

Reports To Supervisor, Budget and Financial Planning

Department Corporate Services

Location Lindsay, ON

Closing April 6, 2025

Hours Normal working hours are 35 hours per week. General office environment. Please note that this is a **hybrid work** opportunity.

Essential Duties

- Administer general accounting functions for various City departments in collaboration with staff and Finance supervisors
- Conduct monthly, quarterly and annual reconciliation of accounts, investigate variances and implement corrective adjustments
- Analyze data, research and forecast trends that may impact future costs; ensuring full entitlements from funding sources
- Support the financial activity and reconciliation of grants and reserves
- Produce and present financial reports to operating managers, Directors, Agencies and Boards
- Compile year-end working papers and statements, month end closing checklists, journal vouchers and reports; acting as primary contact for all audit queries
- Assist with internal controls and external audits
- Troubleshoot and resolve database software issues in cooperation with Information Technology staff; addressing concerns, testing enhancements/upgrades, recommending improvements, ensuring support and training to all users
- Write draft Standard Operating Procedures resulting from continual business process review including documentation of scope and implementation for audit purposes

As a member of the respective workgroup:

- Assist departments with the development of annual operating budgets
- Monitor actual expenditures and investigate significant variances through consultation with department staff
- Complete monthly and/or quarterly variance analysis
- Build models and develop internal financial reports to assist departments in managing their business on an ongoing basis, as well as to assist forecast projections of revenues and expenditures

- Prepare, produce, and balance various statistical and accounting reports
- Provide backup for other accounting and financial positions, as required

Qualifications

- Post-secondary degree in Accounting or Business Administration
- Minimum five (5) years of related progressive experience, preferably in a municipal environment
- Accounting designation such as Certified General Accountant, Certified Management Accountant or Chartered Accountant, or ability and willingness to obtain
- Knowledge of generally accepted accounting principles and general municipal accounting
- Working knowledge in budgeting, banking and general accounting functions
- Excellent time-management skills with the ability to prioritize workload and meet deadlines, and the ability to deal with multiple demands
- Possess and demonstrate the knowledge, skills and personal attributes as described in the key performance competencies outlined below
- Demonstrated proficiency in Microsoft Office suite of applications, audio/video conferencing, the internet and any other related software
- Possess and maintain a valid Ontario Class "G" Driver's Licence or the ability to frequently attend work related activities at various sites within the municipality or at other sites within Ontario
- Upon a conditional offer of employment, a Criminal Record Check will be required

Applicants must be prepared for practical skill testing as part of the recruitment process.

The City of Kawartha Lakes will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise People Services to ensure your accessibility needs are accommodated throughout this process.

Interested applicants are encouraged to apply through the Careers page on our website by April 6, 2025:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CITYOFKA&cws=37&rid=2623>