

# Financial Analyst, Financial Planning

Reference #J0225-0315

Financial Services

Non-Union, Regular Full-Time

\$77,064 - \$96,316 per year

35 hours per week, Hybrid Work Model Available

Closing Date: March 19, 2025

## Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah- nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.

## Position Summary

Reporting to the Manager, Financial Planning, the Financial Analyst is responsible for providing financial support and guidance to the City's many departments and utility operations, including preparation, validation, analysis and review of financial information and systems. In addition, this role will ensure the integrity, reliability, timeliness and accuracy of financial data, reporting, and analyses.

## Key Duties & Responsibilities

- Long-term financial planning and forecasting - financial analysis, monitoring and forecasting, specific tasks in the preparation of the annual operating and capital budgets, management, and departmental reporting
- Encourage the corporate use of available financial information and strive to continuously improve upon the information and processes available to support the departments and the corporation as a whole
- Assist in maintaining the integrity of information in the financial systems and ensuring adherence to financial controls
- Develops policies and procedures that encompass sound business and financial processes and internal controls including process reviews and business process analysis
- Assist in other special projects and assignments as a financial resource and represent the department on task forces, work groups, committees, and projects, as assigned

### **Qualifications, Competencies**

- 3-year diploma or 4-year degree in Finance, Business Administration, or a related field of study
- Professional Accounting Designation (CPA, CA, CGA, CMA)  
\*Consideration may be given to applicants who are eligible to complete the CFE examination and apply for designation within one year\*
- 2-3 years of progressively responsible experience in accounting, financial analysis, and budgets
- Municipal and utility accounting experience, including a working knowledge of relevant legislation and municipal policy is an asset
- Working knowledge of Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAB) preferred
- Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation

### **Skills, Abilities, Work Demands**

- Intermediate skill level in Microsoft Excel
- Strong customer service skills, including the ability to establish good working relationships with a variety of internal and external clients and the public
- Excellent communication skills with the ability to present data and ideas in a logical and professional manner for internal and external decision makers
- Ability to work in a fast-paced work environment, with multiple projects/tasks concurrently, with priorities often shifting
- Strong analytical and critical thinking and problem-solving abilities in order to analyze data, identify problems and recommend solutions
- Required to obtain and maintain a satisfactory criminal record check

### **Closing Statement**

Please apply to Career Opportunities at: [www.cityofkingston.ca/Careers](http://www.cityofkingston.ca/Careers)

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at [HRCity@cityofkingston.ca](mailto:HRCity@cityofkingston.ca)

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

**[CLICK HERE TO APPLY](#)**