



Analyst, Budget & Operations
Finance & Corporate Support Service/Financial Services
File # 25-P-19

Located on the Trent-Severn Waterway in the heart of the Kawartha tourism region, Peterborough is a unique community known for its exceptional quality of life and beautiful setting. Peterborough has it all – a multitude of recreational opportunities, a diverse industrial, commercial and agricultural base, quality health care and excellent schools – including two outstanding post-secondary institutions. Peterborough is just one hour from the Greater Toronto area.

Job Details

Reporting to the Director, the position works closely with Commissioners, Directors and Managers across the Corporation and other Local Boards and Agencies in preparation of the City's annual budget process. As a key member of the Budget Team, the position provides innovative and critical professional advice. The position works to compile and analyse the City's operating budget, provide and maintain supporting budget calculations, assist with compilation and analysis of the City's capital budget, update and maintain the budget software, perform operational research and financial analysis on new corporate initiatives and responsibilities; conduct special studies on corporate issues and prepare comprehensive reports and presentations. Design and administer financial models for decision making purposes; and monitor the City's debt service requirements.

Qualifications

Requires an individual who has a professional accounting designation such as CPA (CA, CMA or CGA); minimum of five (5) years financial experience in a multi-divisional organization including experience in the areas of budget development, accounting, forecasting, financial analysis, financial performance indicators and management reporting; knowledge of municipal funding sources, such as Provincial subsidy, and Provincial/Municipal statutes and regulations would be an asset; requires advanced technical proficiency in financial and analytical software systems, budgeting software such as Questica, and Excel and moderate proficiency in other MS Office Suite software including MS Word and PowerPoint; experience with SAP and Crystal Reports considered an asset; requires an individual who has an approachable manner with advanced interpersonal and communication (verbal, written, and presentation) skills to build effective relationships within the corporation and work both collaboratively with client divisions and with staff from Local Boards and Agencies or independently on complex and diversified projects; must have successful facilitation and negotiation skills; must have highly developed forecasting, analytical and conceptual skills to identify and resolve complex financial problems; requires the ability to interpret, analyze, and disseminate financial information; must have a service oriented approach to finance.

Salary

\$109,261-\$119,429

Application Information

Qualified applicants are invited to submit 1 file containing a résumé and cover letter (ensure your name is in the title of the document), quoting file number 25-P-19 on the file as well as in the subject line, no later than 12:00 p.m. on **February 24, 2024**, to:

City of Peterborough, People & Culture Division, City Hall, 500 George Street North, Peterborough, Ontario K9H 3R9. Fax: (705) 742-7021 recruiting@peterborough.ca

The City of Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the City's goods, services and facilities. If contacted for an employment opportunity, please advise People & Culture if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.

www.peterborough.ca/jobs