



**TOWN OF WASAGA BEACH JOB POSTING**  
**Senior Accounting Analyst/Executive Assistant**  
**(Full Time)**

The Town of Wasaga Beach is seeking a self-motivated professional for the permanent full time role of Senior Accounting Analyst/Executive Assistant.

**General Responsibilities:** Perform a variety of senior accounting activities that support the Chief Financial Officer/Treasurer (CFO), Deputy Treasurer, and Finance Manager. Work assignments will primarily cover the following areas: analysis associated with budgets; in-depth financial analyses, preparation of financial models and forecasts; reviewing business plans and reports with financial implications; policy development; account reconciliations; staff reports; briefing notes on various financial issues; research and other municipal comparisons; local improvement calculations and monitoring; contract reviews; and involvement in special projects and reports. The position is also the Executive Assistant to the CFO.

**Qualifications:**

- Completion of a university Degree in Accounting, Business Administration, Economics or related discipline;
- Strong mathematical skills and ability to perform complex mathematical calculations;
- Working knowledge of; Town by-laws; municipal taxation and assessment process; application of provincial legislation; Municipal Act, Assessment Act, Development Charges Act and municipal financial operations and administration in general;
- Knowledge and experience with general accounting principles, Public Sector Accounting Standards (PSAB) and International Financial Reporting Standards (IFRS);
- Ability to conduct research and create reports or presentations;
- Excellent interpersonal, administrative, organizational, attention to detail, time management, problem solving, presentation, analytical and customer service skills;
- Ability to handle sensitive information with discretion;
- Strong computer literacy utilizing the MS Office suite of products and Internet;
- Good knowledge of financial information systems software;
- Proven verbal and written communication skills and report writing abilities;
- Ability to work independently and effectively as a member of a team;
- Ability to establish and maintain effective business relationships with all levels of employees and elected officials;
- Strong initiative and ability to work with multiple priorities in a fast paced environment;
- Willingness to work overtime to achieve deadlines;
- Ability to provide an acceptable criminal records check and driver's abstract upon hire.

**Hourly Range (35 hours per week):** \$49.68 - \$58.12

Interested individuals should apply at <http://www.wasagabeach.com/careers> by 4:00 p.m. on January 30, 2025.

*The Town of Wasaga Beach is an equal opportunity employer and is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process, upon request. Please advise the Town of Wasaga Beach Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants who apply for this position, but only those selected for interviews 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, 2001, S.O. 2001, Chapter 25, as amended, and will be used for the purpose of candidate selection.*