

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: FINANCIAL ANALYST
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 6	Approval Date: April 4, 2025

General Job Responsibility

Financial Analyst shall be responsible for completion of monthly bank reconciliations, assisting the Director of Finance with internal control policies and processes, creating and updating the Municipality's tangible capital asset ledger, preparing and submitting the Municipality's Annual Expenditure Return and Capital Investment Plan, allocating interested earned to various accounts and reserves, preparing quarterly variance reports, annual financial reports and the annual financial information return, assist with the preparation and submission of water rate studies, calculating and preparing budget estimates, cooperating with the Municipality's Auditors, assisting with setup, implementation and maintenance of financial software, preparing reports for Audit Committee, Director of Finance, CAO and Council, and other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Director of Finance.

Specific Job Responsibilities

1. Responsible for completion of monthly bank reconciliations for all capital and reserve bank accounts including entering and posting journal entries in financial accounting software after sign off by the Director of Finance and preparing and entering all supporting documentation no later than 30 days following month end.
2. Responsible for creating, maintaining, and distributing work orders for various capital projects.
3. Provides daily support, leadership, coaching and mentoring to all finance staff that they interact with daily, ensuring staff are properly advised of processes and tasks, and policies are in place to ensure their effective and efficient implementation through consistent and regular communication and feedback.
4. Assists Director of Finance with the development and preparation of internal control policies and processes as they relate to the financial expenditure operations of the Municipality to ensure fair and consistent application of payments, interfund transfers, and allocation of expenses according to approved budgets, ensuring no employee contributes to more than one action for any financial transaction to safeguard the

public's funds with proper segregation of duties.

5. Creates and updates the Municipality's tangible capital asset ledger on a quarterly basis by reconciling acquisitions and disposals with current assets in the Municipality's financial accounting software, making journal entries to reflect all due to and due froms, creating schedules for prior years showing depreciation, and submits quarterly claims to the Province of Nova Scotia and Government of Canada when required for special issues like the Bridgetown Dissolution funding agreement.
6. Researches and prepares a policy for the establishment of a formal process for the development of annual valuation allowance calculations to ensure the amount is calculated through a comprehensive analysis of outstanding accounts deemed uncollectible each year, with such analysis provided and reported to the Audit Committee each year for sign-off and brings forward recommendations when required for changes to the policy or processes.
7. Prepares the Municipality's required Annual Expenditure Return (AER) for submission to the province both in draft form and final form by the established deadlines and similarly prepares and submits the required five-year Capital Investment Plan (CIP) after review and approval by Director of Finance and Council.
8. Each month, allocates interest earned to the Municipality's various accounts and reserves, ensuring that interest is designated to the proper account according to Financial Reporting and Accounting Manual and any internal policies adopted by Council, completing a reconciliation of these amounts at least monthly.
9. Prepares quarterly variance reports for operating for review by the Director of Finance including quarterly recurring journal entries and reconciliations ahead of Audit Committee meetings, and prepares at a minimum, every two months management reports for internal distribution and total budget management for review by the Director of Finance.
10. Prepares annual financial reports and the annual financial information return (FIR) for review by the Director of Finance for submission by September 30 each fiscal year.
11. Assists Director of Finance with the preparation and submission of water rate studies, providing input into the expense side of the various water utility budgets to ensure the proper allocation of expenses to distribution and transmission cost centres, through the preparation of tables, charts, budgets, and other reports for the Nova Scotia Utility and Review Board.
12. Annually calculates and prepares budget estimates and proposed rates for hydrant fees and sewer rates to align with required budget amounts and provides recommendations to Director of Finance on proposed division of expenses for each affected community with rationale and options.

13. Assists the Director of Finance in coordinating the development and calculations required for the annual operating and capital budgets.
14. Cooperates fully with Municipal Auditor providing full and open disclosure and access to all municipal documents and financial records while supporting the timely completion of annual audit including completion of non-consolidated and consolidated statements along with notes and prepares a comprehensive response to all issues raised in any management letters, updating Audit Committee concerning actions taken and changes made to address noted deficiencies in a timely manner.
15. Assists the Director of Finance with setup, implementation and use of the Municipality's financial accounting software program or programs, including establishing and maintaining policies and processes for use and access, developing templates for and preparing financial reports, and establishing systems of alerts and controls for security.
16. Prepares reports and processes for the Audit Committee at the request of Director of Finance concerning internal controls for expense aspects of the Municipality, implementing system and process changes.
17. Prepares detailed and comprehensive reports and presentations for the Director of Finance or Chief Administrative Officer on various financial matters and issues during the year as requested.
18. Other duties and responsibilities as may be assigned from time to time by the Director of Finance.

Qualifications and Expectations

Candidates for this position must possess as a minimum, an undergraduate degree in commerce, business administration, accounting, finance, or a related field with a focus in accounting, and have a professional accounting designation or be working towards one. Employee must have a strong understanding of municipal finance and accounting plus two to five years of related experience, with preference given to those whose experience is directly or indirectly working with a municipal government organization, municipal auditing, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have exceptional financial analytical and report writing skills, and be able to understand, interpret and explain complex financial matters, as well as the ability to facilitate and publicly present information to people of all education and interest levels, be adept at dealing with difficult people and be able to discuss complex matters in simple terms tactfully and respectfully, be fluent with Microsoft Office and various financial software programs, and comfortable working in a fast-paced work environment. This position will occasionally require work outside of normal office hours including evenings and weekends.