# Financial Specialist

## Job Description

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| **Reports to:** | **Chief Financial Officer** |
| **Division:** | **Corporate Finance** |
| **Date Updated:** | **2025** |

**Job Scope:** The Financial Specialist is responsible for providing expert financial services, ensuring the accuracy and integrity of financial records, preparing reports, and advising on financial strategies to support the organization's priorities and compliance with relevant legislation. This role will analyze financial data, manage financial processes and projects, and assist in providing strategic insights to improve the organization's financial health.

## Key responsibilities of the job are as follow:

1. **General Responsibilities**
   - **Financial Advisory Services**
     - Oversee day-to-day financial accounting operations, including reconciliations, journal entries, and financial statement preparation.
     - Advise leadership on financial implications of strategic initiatives, capital projects, and policy changes.
   - **Financial Accounting Operations & Analysis**
     - Conduct/lead scenario analysis, forecasting, and business case development for major projects.
     - Analyze financial data to support budgeting, forecasting, and reporting for both strategic and operational needs.
     - Prepare quarterly and annual financial reports for internal and external stakeholders.
   - **ERP Transition, Data Management & Other Finance Projects**
     - Serve as finance lead for ERP system selection, implementation, and optimization.
     - Ensure financial data inventory, cleansing, and conversion is accurate and complete for new systems.
     - Document and improve financial workflows.
     - Deliver, lead, and/or participate in the delivery of other projects that impact finance.
   - **Financial Compliance**
     - Champion continuous improvement in financial operations, leveraging technology and best practices.
     - Map, document, and optimize key financial processes for efficiency and transparency.
     - Lead initiatives to automate routine tasks and improve reporting capabilities.
     - Prepare grant applications (as applicable) for review by the Director and reconcile interest earned based on program requirements.
     - Ensure compliance with Municipal Government Act, CICA, PSAB, and other relevant legislation.
     - Maintain robust internal controls and recommend enhancements.
     - Support annual audits and year-end working papers.

2. **Other responsibilities:**

- Build strong relationships across departments to foster financial stewardship and accountability.
- Mentor staff in financial acumen, process improvement, and with data analysis.
- Represent finance in cross-functional project teams and external stakeholder engagements.
- Ensure compliance with OH&S, Town Standards and Administrative Guidelines; and
- Projects & initiatives as assigned.

## Qualifications and required skills:

- **Education:** Equivalent to the completion of a university (bachelor) program in a Technical/Business/Scientific Field of Study and/or work. The work requires a sound understanding of the underlying theoretical principles and concepts associated with the subject area and an understanding of the relation of these to the responsibilities of the job. This specialized training is often recognized by a degree in Finance, Commerce, or Accounting.
- **Certifications:** Chartered Professional Accountant (CPA) designation required.
- **Experience:** 5 or more year's related work experience, as a Chartered Professional Accountant, representing continuous learning and career progression. Experience in financial reporting, tax compliance audit and financial analysis in a municipal government setting preferred.
- Proficiency in software including financial budgeting and accounting software.
- Strong understanding of accounting principles, financial regulations, and tax laws.
- **Skills:**
  - Interpreting complex data with accuracy to deliver clear, actionable insights.
  - Managing tasks efficiently while conveying financial information and recommendations effectively.
  - Building strong, cooperative connections across teams and shareholders.
- Proficient with Microsoft Office Suite and position relevant software.