



## **COUNTY OF MIDDLESEX POSITION DESCRIPTION**

<b>TITLE:</b>	Junior Financial Analyst	
<b>DEPARTMENT:</b>	Finance	
<b>REPORTS TO:</b>	General Manager of Finance and Community Services	
<b>EFFECTIVE DATE:</b>	July 2023	<b>POSITIONS SUPERVISED:</b> None

---

### **POSITION SUMMARY:**

Reporting to the General Manager of Finance and Community Services, the Junior Financial Analyst is responsible for assisting with providing relevant, reliable, and timely financial information relating to the the Community Services portfolio, including but not limited to, Ontario Works, Homelessness and Housing, Early Years and Child Care (EYCC) System, Middlesex Supports and Community Transportation Program (Middlesex Connect). The Junior Financial Analyst will also assist with providing general finance support to the department.

### **PRINCIPAL RESPONSIBILITIES:**

1. Responsible for running the daily and monthly client cheques and direct deposits.
2. Responsible for Form 5 submission to the City of London.
3. Create monthly analysis, reports and graphs for the Director of Social Services.
4. Responsible for the Social Services Annual Report to the City of London.
5. Responsible for all aspects of reporting for Social Services
6. Assist Social Services departments with budgeting and reporting.
7. Monitor and analyze the Social Services operating accounts.
8. Provide assistance for analysis and associated reports as they pertain to operating, including forecasting activities and related projects.
9. Develop policies and recommend best business practices for compliance with legislative requirements.
10. Liaise with internal departments on questions, entries & reports.
11. Assists in the preparation of the Social Services Annual Operating Budget.
12. Prepare financial reports as requested.



13. Prepares year end analysis and working papers.
14. Maintains detailed records and documentation for record retention and auditing purposes in accordance with statutory requirements and internal control policies and procedures.
15. Other related duties as assigned

## **MINIMUM QUALIFICATIONS:**

### Education & Experience

- Two-year community or business college diploma in payroll administration, business or accounting or equivalent experience
- Active enrollment in an accounting program (CPA-CA/CMA/CGA)
- 2 years relevant work experience in a financial analyst role; preferably in a municipal setting.
- Current Criminal Record Check that is satisfactory to the County of Middlesex.

### Knowledge, Skills and Abilities

- Understanding of accounting practices and concepts in a municipal environment preferred.
- Knowledge of computerized information systems and municipal accounting related software (Microsoft Office Suite, Great Plains).
- Results oriented with a strong-analytical skill set and attention to detail.
- Excellent interpersonal and communication skills, both oral and written.
- Ability to use tact and diplomacy in dealing with sensitive and confidential information.
- Ability to work independently and to prioritize to meet strict deadlines.
- Ability to balance multiple priorities, often with conflicting timelines in a fast-paced environment.