



COUNTY OF MIDDLESEX POSITION DESCRIPTION

TITLE: Business Financial Analyst – County/Social Services
DEPARTMENT: Finance
REPORTS TO: Deputy CAO - General Manager of Finance and Community Services
EFFECTIVE DATE: November 2023 **POSITIONS SUPERVISED:** None

POSITION SUMMARY:

Reporting to the Deputy CAO - General Manager of Finance and Community Services the Business Financial Analyst will be responsible for assisting with all business and financial matters for the County of Middlesex including but not limited to business and financial analysis, reporting, and assisting with budget preparation.

PRINCIPAL RESPONSIBILITIES:

- Monitor and analyze the operating and capital accounts for the County of Middlesex, including the social services department.
- Prepares the Annual Report and Form 5 submission to the City of London.
- Assists in the preparation of the annual operating and capital budgets accounts for the County of Middlesex, including the social services department.
- Assists with preparation of monthly budget tracking reports for the County's senior management team including, budget vs actual budget trends.
- Provides guidance on a wide range of business financial planning, accounting and reporting policies and procedures.
- Responsible for running the daily and monthly client cheques and direct deposits.
- Prepares monthly analysis, reports, and graphs for the Deputy CAO - General Manager of Finance and Community Services
- Responsible for all aspects of reporting for Social Services.
- Provides financial analysis and associated reports as they pertain to operating, including forecasting activities and related projects.
- Liaise with internal departments on questions, entries & reports.
- Prepare financial reports as requested.



- Prepares year end analysis and working papers.
- Maintains detailed records and documentation for record retention and auditing purposes in accordance with statutory requirements and internal control policies and procedures.
- Assists the Deputy CAO - General Manager of Finance and Community Services with special projects, as requested.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education & Experience

- 3-year college diploma or university degree in Finance – Accounting, Business, Math, Statistics, or a related field.
- Three (3) years of work-related experience or an equivalent combination of education and experience including at least two years of experience in an analyst role.
- Chartered Professional Accountant (CPA) designation is an asset.
- 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, Qwestica).
- Excellent time management and organizational skills required to manage the demands of multiple, overlapping time frames and deadlines.
- 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 balance multiple priorities, often with conflicting timelines in a fast-paced environment.