

## BUSINESS FINANCIAL ANALYST

<b>Employment Status:</b>	Permanent, Full-Time
<b>Compensation Range:</b>	\$34.89 to \$39.28 / 35 hours per week
<b>Location:</b>	399 Ridout St. N., London, ON
<b>Union:</b>	CUPE 101.5

### POSITION OVERVIEW

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.

### QUALIFICATIONS

- 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.
- 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.
- Current Criminal Record Check that is satisfactory to the County of Middlesex.

### WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London, but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists. At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

### HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to [hr@middlesex.ca](mailto:hr@middlesex.ca) by 4:30 p.m. on June 6, 2025.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.

### WHAT WE OFFER

Flexible Work Opportunities  
Employee Recognition Events  
Professional Development  
Flex Time/Banked Time-Off  
OMERS Pension Plan  
Health and Dental Benefits  
Employee and Family Assistance Program

### VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

**Join our team and build a rewarding career!**

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



## **MIDDLESEX COUNTY POSITION DESCRIPTION**

<b>TITLE:</b>	Business Financial Analyst – County		
<b>DEPARTMENT:</b>	Finance		
<b>REPORTS TO:</b>	Deputy CAO - General Manager of Finance and Community Services		
<b>EFFECTIVE DATE:</b>	May 2025	<b>POSITIONS SUPERVISED:</b>	None

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### **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 operating and capital accounts.
- Assists in the preparation of the annual operating and capital budgets accounts.
- 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.
- Prepares monthly analysis, reports, and graphs for Finance management team.
- Perform various month end processes including reconciliation, monthly accruals, and other journal entries as required.
- Assist with government grant administration and reporting.
- 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 Finance management team 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, Questica).
- 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.