

## FINANCIAL ANALYST – PROGRAMS/PSAB

<b>Employment Status:</b>	Permanent, Full-Time
<b>Compensation Range:</b>	\$42.66 to \$47.98 / 35 hours per week
<b>Location:</b>	399 Ridout St. N, London, ON
<b>Union/Non-union:</b>	CUPE 101.5

### POSITION OVERVIEW

The Financial Analyst – Programs/PSAB is responsible for providing relevant, reliable, and timely financial information and advice on the development and implementation of the Canada-wide Early Learning and Child Care program at Middlesex County.

In addition, this position will be responsible for accurate analysis and recording of financial data and will assist the Treasurer in budget preparation, monthly and year-end reporting. The Financial Analyst – Programs/PSAB will assist with County's Tangible Capital Asset Program including inventory, maintenance, calculation amortization schedules and report.

### QUALIFICATIONS

- A university Degree in Business Administration, Accounting, Finance or a related discipline.
- Five (5) years of financial planning & analysis or cost accounting experience.
- Successful completion of a Professional designation (CPA, CA, CMA, CGA) required.
- Thorough knowledge of accounting principles and practices, data processing systems, public accounting, and financial control procedures.
- Excellent analytical, reasoning, investigative, and documentation skills.
- High level of proficiency in computer applications (i.e. Microsoft Applications).
- Current Criminal Record Check that is satisfactory to Middlesex County.

### 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 July 30, 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.



## **COUNTY OF MIDDLESEX POSITION DESCRIPTION**

<b>TITLE:</b>	Financial Analyst – Programs/PSAB
<b>DEPARTMENT:</b>	Treasury
<b>REPORTS TO:</b>	General Manager of Finance and Community Services
<b>POSITIONS SUPERVISED:</b>	N/A
<b>EFFECTIVE DATE:</b>	July 2023

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### **POSITION SUMMARY**

The Financial Analyst– Programs/PSAB is responsible for providing relevant, reliable, and timely financial information and advice on the development and implementation of the Canada-wide Early Learning and Child Care program at the County of Middlesex.

In addition, this position will be responsible for accurate analysis and recording of financial data and will assist the Treasurer in budget preparation, monthly and year-end reporting. The Financial Analyst – Programs/PSAB will assist with County's Tangible Capital Asset Program including inventory, maintenance, calculation amortization schedules and report.

### **PRINCIPAL DUTIES & RESPONSIBILITIES**

1. Analyzes, reconciles the funding and evaluates contracted child care and early years operators' financial position and operational effectiveness by reviewing funding and contractual submissions, audited financial statements and other financial information/reports in accordance with Child Care and Early Years policies and procedures and legislated requirements.
2. Conducts audit reviews to ensure the appropriate use of funding and compliance with program requirements; analyzes expenditure and revenue trends; identifies potential problems, and irregularities. Presents findings and recommendations to the General Manager of Finance and Community Services.
3. In conjunction with the General Manager of Finance and Community Services, conducts planned operational on-site reviews/audits of Child Care and Early Years providers to ensure the financial integrity and program and legislative compliance. Identifies issues or potential problems of a financial nature and reports same to the General Manager of Finance and Community Services.
4. In conjunction with the General Manager of Finance and Community Services, reviews and recommends Child Care and Early Years operator's annual funding estimations/applications and other funding requests to ensure compliance with Provincial legislation, regulations, local policies and internal practices.
5. Performs financial analysis, research, and reconciliation related to Child Care and Early Years' operators operating and capital budget development, monitoring and financial processes. Identifies issues or potential problems of a financial nature and reports same to the General Manager of Finance and Community Services.



6. Reviews and recommends Child Care rates annually to ensure access to licensed child care, financial viability and continuing success of contracted Child Care and Early Years' operators.
7. Prepares information for program reporting requirements are consistent with provincial, regional and local policy and funding administration guidelines.
8. Coordinates and prepares documentation for the annual operating budgets and reporting to the province ensuring consistency with provincial and regional funding policies and guidelines.
9. Assists with the preparation of financial reports for applicable programs to Council as required.
10. Handles financial problems and issues raised by Child Care and Early Years Operators, Auditors and/or other program providers/agencies. Refers complex financial problems and issues to the General Manager of Finance and Community Services.
11. Liaises with internal departments on finance questions, entries, reports, program analysis and reporting issues to the General Manager of Finance and Community Services. Assists internal departments in reviewing and interpreting financial results and analysis.
12. Assists with preparation of the monthly budget reports, compare actual results to forecast/budget and investigates variances.
13. Assists with the preparation of the Annual Operating and Capital Budgets.
14. Responsible for assisting departments with tangible capital asset budgeting, inventory maintenance and reporting.
15. Reconcile asset pools including sales, amortization, disposals and replaces and maintain fixed asset adjustments in financial system.
16. Prepares and reviews financial documentation for grant claims as required.
17. Provides guidance and instruction to the Junior Financial Analyst as required.
18. Maintains the necessary financial documentation and records.
19. Cross trains to perform financial duties of other program areas as required.
20. Performs other duties, as assigned.

## **MINIMUM QUALIFICATIONS**

### Education & Experience

- A university Degree in Business Administration, Accounting, Finance or a related discipline.



- Five (5) years of financial planning & analysis or cost accounting experience.
- Successful completion of a Professional designation (CPA, CA, CMA, CGA) required.

#### Knowledge, Skills and Abilities

- Thorough knowledge of accounting principles and practices, data processing systems, public accounting, and financial control procedures.
- Excellent written and verbal communication skills.
- Demonstrated tact and the ability to handle confidential matters with discretion.
- Familiar working with government funding and agencies, community organizations, and other operations.
- Excellent analytical, reasoning, investigative, and documentation skills.
- Excellent time management and organizational skills required to manage the demands of multiple, overlapping time frames and deadlines.
- High level of proficiency in computer applications (i.e. Microsoft Applications - Excel, Outlook, and Word) and information systems.
- Advanced knowledge of funding distribution, budgeting and costing.
- Strong problem-solving skills and able to identify and respond quickly to emerging issues.
- Knowledge of early years and childcare funding programs is an asset.