

# EMPLOYMENT OPPORTUNITY



## Financial Analyst – MLPS/County

<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

Reporting to the Director of Financial Services the Financial Analyst will be responsible for assisting with all business and financial matters for the Middlesex-London Paramedic Services (MLPS) and the County of Middlesex including but not limited to business and financial analysis, reporting, and assisting with budget preparation.

In addition, the Financial Analyst 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.
- Current Criminal Record Check that is satisfactory to Middlesex County.
- Understanding of government funding models, cost allocation, and reporting requirements, including provincially funded programs.
- Proficiency with computerized financial systems and applications, including municipal accounting software (e.g., Great Plains, Questica)

### 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.

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.

### 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 February 24, 2026.

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.

This position is an existing vacancy.

### WHAT WE OFFER

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

### VISIT OUR CAREERS PAGE

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



## COUNTY OF MIDDLESEX POSITION DESCRIPTION

<b>TITLE:</b>	Financial Analyst – MLPS & Middlesex County	
<b>DEPARTMENT:</b>	Finance	
<b>REPORTS TO:</b>	Director of Financial Services	
<b>EFFECTIVE DATE:</b>	January 2026	<b>POSITIONS SUPERVISED:</b> None

### POSITION SUMMARY:

Reporting to the Director of Financial Services the Financial Analyst will be responsible for assisting with all business and financial matters for the Middlesex-London Paramedic Services (MLPS) and the County of Middlesex including but not limited to business and financial analysis, reporting, and assisting with budget preparation.

In addition, the Financial Analyst will assist with County's Tangible Capital Asset Program including inventory, maintenance, calculation amortization schedules and report.

### PRINCIPAL RESPONSIBILITIES:

1. Assist in the coordination and preparation of annual operating and capital budgets, in accordance with provincial legislation, funding agreements, and municipal policies and procedures.
2. Assist with the preparation of financial reports and analysis for Council, senior management, and external agencies, as required.
3. Prepare monthly budget monitoring reports, including budget-to-actual comparisons, variance analysis, and forecasting.
4. Monitor and analyze operating and capital accounts to identify variances, trends, and potential financial impacts.
5. Assist departments with tangible capital asset budgeting, reconciliation, and reporting, including amortization, disposals and replacements.
6. Perform month-end and year-end financial processes, including reconciliations, accruals, journal entries, analysis, and supporting working papers.
7. Assist with government grant administration, including the preparation and review of grant claims and required financial documentation.
8. Provide guidance and support to departments on financial planning, accounting, and reporting policies, procedures, and best practices.



9. Liaise with internal departments regarding financial inquiries, entries, and reporting requirements.
10. Maintain accurate financial records and documentation in accordance with legislative requirements, audit standards, and internal control policies.
11. Cross-train to perform financial duties in other program areas, as required.
12. Participate in special projects and perform other related 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.
- Current Criminal Record Check that is satisfactory to the County of Middlesex.

### Knowledge, Skills and Abilities

- Knowledge of accounting principles, financial controls, and budgeting practices in a municipal or public-sector environment.
- Understanding of government funding models, cost allocation, and reporting requirements, including provincially funded programs.
- Proficiency with computerized financial systems and applications, including municipal accounting software (e.g., Great Plains, Questica) and Microsoft Office, particularly Excel.
- Strong analytical and problem-solving skills with the ability to analyze financial data, investigate variances, and support operational decision-making.
- Excellent organizational and time-management skills with the ability to manage multiple priorities and legislated deadlines.
- Strong written and verbal communication skills to effectively support internal departments, including Paramedic Services, and prepare clear financial reports.



- Demonstrated ability to exercise tact, discretion, and confidentiality when handling sensitive financial information.
- Ability to work effectively both independently and collaboratively within a unionized municipal environment.