

RDCO Job Description



Position Title: Financial Analyst **Division:** Financial Services

Reports To: Financial Manager **Date:** November 2017

Job Purpose/Summary:

The Financial Analyst is responsible for a variety of technical accounting work at a senior level within the Finance Department, including preparation of financial reports, assisting with budgets and financial monitoring, analysis and reconciliation. The position exercises technical independence and professional analysis within the guidelines of established accounting system practices and municipal accounting standards. Provides excellent customer service.

Principal Accountabilities:

1. Perform intermediate and senior accounting work, including:
 - Providing excellent internal and external customer service relating to all aspects of the position, including resolving issues.
 - Reviews Purchase Card Data and uploads into Vadim,
 - Update and maintain accurate and complete records for all Tangible Capital Assets in accordance with PSAB.
 - Assist with the Capital Asset Management system.
 - Fleet Pool and tracking of taxable vehicle benefits.
 - Account reconciliation which includes the bank Reconciliation. Assisting the Accounting Analyst and the Senior Accounting Coordinator.
 - Assists with Annual Budget preparation.
2. Provide payroll processing relief, and assist with payroll on a regular basis, which includes accurate input of payroll timesheets into computerized payroll system. Relief may encompass the duties in the Accounting Analyst job description, including:
 - Remittances,
 - Accurate and up to date payroll record,
 - Payroll Inquiries
 - Liaising with Human Resources department
 - Issuing Records of Employment
 - Year end payroll reporting which includes compliance reporting. (CRA, WCB, GWL, Employment Standards, Union, etc.)
3. Specialized Finance projects as assigned, which includes internal compliance audits with recommendations.
4. Liaisons with External Auditors.
5. Oversees data entry performed by Finance Clerk Positions and provides functional direction to ensure accuracy, policy compliance and efficiency.
6. Reviews and provides recommendation to management regarding internal controls.
7. Customer service and reception coverage as required.
8. Other duties as assigned.

Reporting Relationships:

Direct Reports: none

Dimensions: (Annual/approximate)

of FTE
Employees/Dept.

Knowledge, Skills & Experience

Educational Background Required:

- Successful completion of CPA designation.
- Completion of the Payroll Compliance Legislation course (Canadian Payroll Association) preferred or equivalent combination of experience and education.
- Valid BC Driver's License

Experience Required:

- Minimum 5 years related work experience.
- Working knowledge of Public Sector Accounting Board standards and generally accepted accounting principles.
- Experience with computerized accounting systems, spreadsheets and word processing.
- Microsoft Office required, Vadim, Caseware and GIS preferred.

Working Conditions:

- **Physical Effort:** Sustained keyboarding and repetitive data entry.
- **Physical Environment:** Office environment.
- **Mental Stress:** Deadlines must be met. Frequent interruption in workflow. Multiple priorities.
- **Sensory Attention:** Sustained concentration levels required. Large quantities of complex information. Attention to detail and accuracy is required in all aspects of the work. Tact and discretion are necessary.