

## **Financial Analyst Job Description**

### **Reports to: Director of Finance**

#### **Overview:**

This role is responsible for the operating and capital financial activities of the Town and Berwick Electric Commission. Specific functions include operating and capital general accounting and payroll & benefits administration and providing back-up support for the Advanced Finance Clerk.

#### **Duties and Responsibilities:**

##### **General Accounting**

- Ensure all bank accounts are reconciled monthly on a timely basis; provide to DOF and CAO for sign-off.
- Carry out monthly reconciliations for both operating and capital, including all subledger reconciliations, and provide for Director's sign off;
- Initiate bank transfers and corresponding journal entries
- Ensure reserve balances are reconciled and funded on a timely basis.
- Confirm and complete month-end closing in accounting software.
- Prepare and submit HST remittances and confirm G/L is reconciled.
- Review G/L balances for proper distribution of revenue and expenditures in accordance with current policies, PSAS and the Provincial Financial Reporting and Accounting Manual (FRAM);
- Maintain accounting ledgers by verifying and posting account transactions.
- Maintain General Ledger Chart of Accounts;
- Prepare monthly reports, perform variance analyses, and review with DOF and department heads.
- Timely preparation and submission of all Provincial and Nova Scotia Energy Board reporting requirements;
- Review established policies, processes and internal controls and make recommendations for changes and improvements as necessary;
- Ensure all account analyses and reconciliations are complete and accurate prior to commencement of year end audit timelines;
- Complete the audit process with the preparation of working papers, lead sheets, financial statements and other information or reports as required by the Director.
- Assist Director of Finance with special projects as required.
- Review processing of AP, AR, property taxes and utilities.

##### **Payroll Administrator**

- Administer benefits, pension, sick time, and vacation entitlements.
- Reconcile payroll accounts on a monthly basis.

- Prepare all payroll remittances including taxes, pension, benefits, WCB and union dues.
- Prepare payroll journal entries.
- Prepare T4's and T4A's.
- Complete wage changes in payroll and benefit systems.
- Group plan administrator for benefits and pensions, ensuring proper timing for eligible employees, reconciling monthly group benefit summary, assist employees with inquiries concerning group benefits and liase with group benefits and pension representatives.

## **QUALIFICATIONS:**

### **Education & Experience:**

Post-secondary education in Accounting;  
Minimum of seven years post-graduate experience;  
Previous experience within a municipality an asset.

### **Personal:**

Well-developed organizational skills and strong attention to detail.  
Demonstrated ability to meet deadlines with frequent interruptions and maintain accuracy under pressure.  
Communicates effectively with peers, staff, other stakeholders and the public.  
Champions continuous improvement and a positive work environment.

### **Knowledge, Skills & Abilities:**

Excellent knowledge of all finance and accounting functions;  
Extensive knowledge of GAAP; experience with PSAS an asset.  
Exceptional time management skills;  
Ability to prioritize tasks and successfully meet deadlines.  
Demonstrated ability to work independently with minimal supervision.  
Positive and proactive within a team environment; willing to roll-up sleeves and help out.  
Strong problem solving ability and analysis skills.  
Strong understanding of full- cycle accounting  
Excellent computer skills, specifically Microsoft 365 and accounting software.  
Fund accounting experience preferred.

### **Other:**

Must provide current criminal record check.