



**JOB POSTING # 2022-007**  
**Permanent Full Time Position**

**FINANCIAL ANALYST**

**Salary Range: \$92,523 – 106,963**  
**Start Date: To be Determined**

The Barrie Police Services Board is seeking qualified applicants for the position of Financial Analyst. The Financial Analyst will provide budgeting, accounting and financial analysis to support all divisions of the Barrie Police Service. The Analyst will assist the Finance Manager in the preparation of the operating and capital budgets, accounting for tangible capital assets, grant applications and the required reporting; while ensuring compliance with financial policies and adherence to Generally Accepted Accounting Principles. Other work studies and projects will be assigned, as required.

**Reports to: Finance Manager**

### **Principle Duties and Responsibilities**

- Assisting with preparation of annual operating and capital budgets; providing information to various unit Inspectors
- Assisting with the calculation of complex salary and benefit budgets, revenues and other corporate accounts
- Analyzing, reviewing and developing reports/forecasts to prepare periodic and year-end financial reporting
- Administrating, reconciling and verifying the accuracy of financial accounts and identifying variances and preparing the associated entries
- Preparing monthly reports, deposit reconciliations, bank reconciliations and aged accounts
- Maintaining and preparing government grants financial reports
- Ensuring processes, procedures and controls are followed to accurately process: payroll, employee time and attendance and employee time banks; in accordance with working agreements
- General accounting and systems management in regards to accounts payable/receivable and government remittances and reporting
- Administering and preparing annual/periodic reports for OMERS pension plan and extended health benefits
- Other projects and duties, as assigned

\*Note: All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

**The Barrie Police Service offers a competitive salary and excellent benefits. As a member of a growing and dynamic organization committed to the public safety of the community, the ideal candidate must possess:**

### **Essential Qualifications**

- Be at least 18 years of age
- Be a Canadian Citizen or hold Permanent Resident Status
- Ontario Secondary School Diploma (OSSD); or equivalent
- Valid Class G Drivers Licence
- Good working knowledge of SAP
- Four (4) year University Degree in Business Administration, Commerce, Economics or a related discipline
- Professional accounting designation (CPA-CA, CPA-CGA, CPA-CMA) is required
- Four (4) years of relevant work experience in Accounting or Finance
- Be physically and mentally able to perform the duties of the position

### **Desired Knowledge, Skills and Abilities**

- Knowledge of preparing capital and operating budgets
- Exposure to complex calculations regarding budgets, accounts and salaries
- Thorough knowledge of Generally Accepted Accounting Principles
- Demonstrated analytical and problem-solving skills
- Effective written and oral communication skills
- Ability to develop strong working relationships with the Finance Unit staff and be able to provide support as required
- Strong supervisory skills required to anticipate, understand, and respond to the needs of the Finance Unit and various members of the service, to meet or exceed their expectations in accordance with the Barrie Police Service Vision, Mission and Values
- Demonstrated organizational and time management skills to work in a fast-paced environment, adjusting priorities to accommodate demand deadlines, meetings and/or peak period workloads that may extend beyond the normal workday, as required
- Ability to troubleshoot complex problems related to the operation of the Finance Unit
- Ability to read and interpret policies and procedures
- Demonstrated ability to work independently with minimal direction, and as an effective team leader
- Proven ability to interact diplomatically, tactfully and confidentially with all management levels within the Service and external contacts
- Exposure to the analysis and administration of employee benefits including extended health and OMERS
- Experience managing various finance processes
- Experience preparing government remittances and reporting

## Working Conditions

- Regular work in a restricted, indoor office area; sitting for up to 8 + hours, keyboarding, responding to and initiating emails, approving tasks
- A portion of the day may include attending various departments/workstations to provide guidance and respond to queries
- High concentration demands required to prepare, review and check and/or process spreadsheets/worksheets and databases which are comprised of complex financial and statistical data for consolidation into reports to be used internally and externally
- Managing conflicting and competing priorities that require frequent multi-tasking to meet conflicting deadlines or to accommodate immediate action requests

## How to Apply

**Posting Date: February 18, 2022**

**Closing Date: March 4, 2022**

All interested **INTERNAL** candidates currently covered by the terms and conditions of the Barrie Police Service, Civilian Working Agreement, shall submit their cover letter and resume, outlining all education, training, and work experience to Sandra Moore, Administrative Assistant #9019 Human Resources and Employment Unit, on or before 1500 on the closing date.

**EXTERNAL** candidates, please submit a **COMPLETE** application package to the address below, including a Civilian Application Form, Civilian Authorization for Release of Information Waiver, Cover Letter, and Resume, outlining education, training, and experience to support the essential qualifications and knowledge, skills, and abilities of the position prior to 1500 on the closing date. Late submissions or incomplete application packages will not be accepted.

**Barrie Police Service, Employment Unit  
Job Posting #2022-007  
110 Fairview Road, Barrie, ON L4N 8X8**

Forms and Waivers may be found at [www.barriepolice.ca](http://www.barriepolice.ca) under the Join Our Team tab →Civilian Employment →Application Process.

In accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*, Barrie Police Service strives to ensure that all recruiting practices and processes are non-discriminatory and barrier-free. If contacted in regard to this competition, please advise the Human Resources Representative of accommodation measures you may require during our selection process. Personal Information is collected under the authority of the Police Services Act to determine eligibility for employment.

Personal information collected in response to this posting is collected under the Authority of the Police Services Act to determine eligibility of employment.

## Barrie Police Service Values

Through our actions and dedication, we model the principles of Professionalism, Respect, Integrity, Diversity, and Excellence. (P.R.I.D.E.)