



NIAGARA REGIONAL POLICE SERVICE

Civilian Career Opportunity

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| Position Title: | Financial Analyst |
| Work Location: | On site at 5700 Valley Way, Niagara Falls |
| Association: | Niagara Regional Police Association |
| Position # applied for: | C07/2022 |
| Posting Date: | September 6, 2022 |
| Closing Date: | September 25, 2022 |

Position Summary:

Reporting to the Financial Planning Coordinator, the Financial Analyst is an essential member of the Finance Unit, providing analytical support and consultation for financial programs and processes to key Service stakeholders. This position is highly customer-focused, providing training, advice, and support to Units in the areas of forecasting, reporting, budget planning, financial research, and general accounting principles.

Major Responsibilities:

- Prepares monthly financial statements as well as quarterly financial packages for Executive Team, Police Service Board and Niagara Region in accordance with generally accepted accounting principles and statutory regulations.
 - Includes the timely posting of month end journal entries and maintaining appropriate back up and audit trail.
 - Reconciling general ledger including balance sheet accounts with supporting working papers.
 - Posting of accrued expenses and revenues as required under generally accepted accounting principles.
- Prepares monthly variance analysis and yearly forecasts including commentary for presentation to all stakeholders.
- Assists Finance Manager with the coordination of year end and special audit such as preparing audit working papers and assists auditors in year- end audit review.
- Key contributor in the development of the annual operating and capital budget process.
 - Calculates complex salary and benefit budget, revenues and other corporate accounts.
 - Provides assistance and research into the development of budget and training to Program Managers.
 - Provides financial analysis to Program Managers and Executive Team in support of Budget requests.
- Acts as first point of contact for Program Managers regarding day-to-day issues with financial implications, quarterly program variance reporting, special or ad hoc financial reporting for both internal and external stakeholders.
- Prepares documentation and calculations for all seconded staff billings to third party agencies as well as interim reporting for federal/provincial grant funding.
- Prepares overtime reports by Division for monthly review by Executive Team and quarterly review by Police Service Board.
- Performs audits and monitors departmental procedures compliance with generally accepted accounting principles, corporate directives and legislated statutory regulations.
- Prepares sensitivity analysis, trending analysis, and other financial analysis/reports required by Executive Team including ad hoc analysis and special projects for the purposes of decision making.
- Other related duties as assigned.

Job Specifications:

- University Degree in Accounting, Commerce or Business-related field plus a minimum of 4 years of relevant work experience in Accounting or Finance, or an equivalent combination of formal education and experience. Accounting designation (CPA CA, CPA CMA or CPA CGA) is required.
- Excellent computer proficiency; knowledge of MS Outlook, Word and Excel.
- Experience working with large Enterprise Resource Planning systems such as Peoplesoft, SAP, and supporting systems such as KRONOS, Hyperion, NVision is preferred.
- Highly effective analytical, problem-solving, research, and decision-making skills.
- Excellent communication and interpersonal skills; ability to form positive professional relationships while providing leadership and contributing positively to a dynamic and highly motivated Finance Team.
- Flexibility and adaptability; capable of balancing conflicting demands within very tight deadlines, while providing superior service to all internal stakeholders.
- Valid Class "G" driver's license

This is a permanent full-time opportunity with the Service with an annual salary starting at \$78,322.99.

How to Apply:

Qualified applicants are invited to submit a resume and cover letter via

<https://niagarapolice.formbuilder.ca/Human-Resources/Civilian-Application-Form>

We thank all applicants in advance for their interest. Only those candidates selected to proceed in the process will be contacted.

The Niagara Regional Police Service is an equal opportunity employer which values diversity in the workplace. We will provide accommodations for a disability in employment activities, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Please contact us at (905) 688-4111 Ext. 102-5129 or careers@niagarapolice.ca if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process.