

The Municipality of West Perth

Employment Opportunity

Financial Analyst/Deputy Treasurer – 13 Month Contract

in Southwestern Ontario, West Perth is a thriving, caring community that offers diverse opportunities to live, work, and play. With a population of 9,000, the community features a strong agriculture sector with significant contributions from other sectors including manufacturing, retail and services. The fully serviced community of Mitchell is the main population center of West Perth and there are opportunities for rural living in nearby hamlets and villages.

The Financial Analyst/Deputy Treasurer supports key operational functions of the finance department, including accounts receivable, accounts payable, property tax, and payroll. This role is responsible for preparing data and conducting financial analysis as requested by the Director of Finance/Treasurer and assists in the development of the annual budget, financial reporting, and year-end audit processes.

Responsibilities

- Review, prepare and process journal entries and transfer related to municipal reserves and reserves funds, ensuring transactions comply with Council direction, applicable legislation, municipal policies and approved budgets.
- Provide support for accounts receivable, accounts payable, property taxation, and payroll functions.
- Assist in the preparation, review and verification of the Municipal Financial Information Return (FIR), ensuring consistency with the audited Financial Statements and the Municipal accounting software, compliance with Ministry requirements and legislation.
- Provide financial guidance to the finance department and department heads to support budgeting, financial reporting, and compliance with municipal policies and legislative requirements.
- Assist with maintaining the general ledger by preparing, reviewing, and reconciling entries for operating, capital, and reserve fund accounts to ensure accuracy and compliance with financial reporting standards.
- Complete bank reconciliations and prepare supporting documentation for the Director of Finance/Treasurer's review and approval.
- Prepare and submit HST returns.
- Gather data and prepare financial analyses and reports as requested by the Director of Finance/Treasurer or other department heads.
- Assist the Director of Finance/Treasurer in the maintenance of the asset database, budgeting/reporting software and accounting software and troubleshoot issues with software as it relates to processes.
- Support the Director of Finance/Treasurer with asset management planning, lifecycle management and preparing the financial strategy.

- Calculate expenses and interest on municipal drains for final assessment schedules and grants.
- Analyze and calculate maintenance drain costs for grants and assessment schedules, submit municipal drain grant forms, and reconcile municipal drains and tile drainage loans.
- Track and ensure all grant reporting deadlines are met, research available grants and associated requirements, and assist in the preparation of grant applications as assigned.
- Support the Director of Finance/Treasurer in reconciliation of development charges and preparing Annual Treasurer's Statement of Development Charge Reserve Funds.
- Prepare the annual BAO cemetery reports for the review of the Director of Finance/Treasurer and reconcile the trust funds.
- Prepare and reconcile audit working papers for external auditors.
- Support the Director of Finance/Treasurer in the preparation, administration, and monitoring of the annual operating and capital budgets and variance reporting.
- Perform budget variance reporting and provide financial information to support departmental and management decision-making.
- Identify areas of concern, develop and monitor internal controls, and recommend improvements to enhance policies and procedures to ensure compliance.
- Perform other related duties as assigned by the Director of Finance/Treasurer.

Qualifications

- Post-secondary degree in Accounting, Business Administration, or a related discipline.
- Minimum three years' experience in a Municipal finance or accounting role.
- CPA designation is an asset.
- AMCTO Municipal Accounting & Finance Program (MFAP) is an asset.
- Experience with financial reporting software (Keystone and FMW).

This position is a full-time contract from July 2026 to August 2027, working 35 hours per week. Hourly Pay Range: \$43.17 to \$53.96. The position is eligible to participate in OMERS pension. For more information about West Perth, visit www.westperth.com

Join the Team!

Interested individuals with these qualifications are encouraged to email a cover letter and resume referencing the job title in the subject line to Human Resources at hr@westperth.com

Deadline to Apply: 4:30pm Monday, June 1, 2026

We thank all applicants who apply, however, only those considered for an interview will be contacted. It is the policy of the Municipality that all persons considered for employment are required to provide the Municipality with a criminal record check by the police force responsible for the jurisdiction of their residence. The Municipality of West Perth is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Perth will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.