

JOB OPPORTUNITY NOTICE

Budget Analyst

PASS Grade 5 \$78,601 to \$88,466

Reporting to the Manager of Budget, the incumbent will be responsible to support the coordination, preparation and submission of the Board's annual operating and capital budget, coordination of quarterly financial status reporting, and the preliminary allocation of staff to schools. The incumbent will perform financial analysis, evaluation, and review of budgets while adhering to Ministry of Education and Public Sector Accounting Board (PSAB) financial reporting requirements and timelines.

Duties include but are not limited to:

- In collaboration with other Business Services staff, prepare budgets, financial reports, schedules and audit files in compliance with Ministry of Education reporting requirements and Board internal reporting purposes
- Support the preparation of preliminary allocation of staff to schools
- Support the preparation and reporting of Annual Estimates and Revised Estimates to the Ministry of Education through Education Finance Information System (EFIS)
- Prepare and monitor operating budgets and forecasts for assigned areas
- Analyze and resolve funding and costing variances
- Collaborate with a team of cross-functional professionals to provide optimal customer services to internal and external stakeholders

Qualifications:

- A degree/post-secondary education in Accounting, Finance or Business
- A Canadian professional accounting designation (CGA, CMA or CA)
- Knowledge of Public Sector Accounting Board (PSAB) accounting standards and Ministry of Education compliance requirements
- Minimum five years of related financial experience, preferably in the public sector
- Demonstrated organizational, analytical and budget skills
- Comprehensive expertise with computerized financial systems and spreadsheet software
- Demonstrated belief in customer service excellence

Deadline for submission is 4:00 p.m. on Monday, August 10, 2020.

Interviews will be scheduled August 17 to 21, 2020.

The anticipated start date for this position is September 14, 2020.

Please apply by emailing a cover letter, resume, and three professional references with email contact and permission to contact references to: mycareerPASS@hwdsb.on.ca

Hamilton-Wentworth District School Board is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Board is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.