

# The Corporation of the District of Oak Bay

## Job Description



<b>Job Title:</b>	<b>FINANCIAL ANALYST</b>	<b>JEPE Number:</b>	#1121
<b>Department:</b>	Municipal Hall	<b>Pay Grade:</b>	10 – Schedule A
<b>Area:</b>	Finance	<b>Position Status:</b>	Regular – Full Time
<b>Location:</b>	Municipal Hall	<b>Position Type:</b>	Union
<b>Supervisor:</b>	Deputy Director of Financial Services	<b>Last Updated:</b>	November 2017

### Job Purpose:

Reporting to the Deputy Director of Financial Services, this position oversees the property taxation operations, dog licensing, and land management processes and works closely with BC Assessment, Land Titles Office and Provincial ministries and agencies as well as various internal departments.

### Duties and Responsibilities:

- Oversees the property taxation operations and administers the taxation legislation and ensures efficient systems and processes are in place for the billing and collection of property taxes; including maintaining the property tax roll, account maintenance, tax installment prepayment programs, tax sales, customer service, accounting, reconciliations and reporting.
- Collection and remittance of levies for other taxing authorities; including administration of Provincial School Taxes, BC Transit, Home Owner Grants, Payments in Lieu of Taxes (PILT) and other various government agencies.
- Processes weekly B.C. Assessment download files regarding land and ownership changes into the Tempest Land Management software.
- Administer the dog tag license program; including account reconciliations, reporting, and liaison with Animal Control officers.
- Examines and assesses current business practices, systems, policies, and recommends improvements in accordance with legislation and the District's departmental policies and objectives.
- Acts as the Subject Matter Expert (SME) for Tempest's Land, Property Tax and Dog Licensing modules; including business process development, testing and implementation of software enhancements.
- Prepares and analyzes a variety of financial and statistical spreadsheets and reports.
- Prepares and processes month/year end journal entries, general ledger reconciliations, and other reconciliations as required.
- Provides backup coverage for the Payroll Clerk and Utility Billing Clerk as required.
- Assists the Deputy Director of Financial Services with procurement functions involving various solicitation documents such as Request for Proposals (RFP), Request for Quotes (RFQ), and Invitation to Tenders (ITT) and acts as a liaison between operational departments and the Greater Victoria Joint Purchasing Group.
- Researches, examines, analyzes and collects information for special financial reporting projects.
- Performs related work as assigned.

### Required Knowledge, Abilities & Skills:

- Ability to understand and carry out complex accounting procedures and analysis.
- General knowledge of fund accounting and public sector financial statements.
- Knowledge and experience with GAAP and public sector procurement principles.
- Strong analytical, problem solving skills, and attention to detail.

- Excellent oral and written communication skills.
- Sound time management, planning, and organizational skills.
- Proficient with Microsoft Office Suite, with particular emphasis on Excel, involving advanced financial formulas and pivot tables.
- Ability to process and maintain a large volume of records, files, and accounts with accuracy and attention to detail.
- Ability to deal effectively and courteously with the public and other staff members.

#### **Qualifications:**

- Completion of 4 years in a recognized accounting program.
- Minimum of 3 years progressive related experience, ideally within the public sector or a unionized environment, or an equivalent combination of training and experience.
- Experience with property tax processes and legislative requirements.
- Payroll experience in a multi-union environment would be an asset.
- Public Sector Procurement courses and experience would be an asset.
- Experience with Tempest and Vadim software would be an asset.

#### **Required Licenses, Certifications and Registrations**

- No special licences or certifications required.