



Job Posting

FINANCIAL ANALYST

Full – time: 35 hrs/week

Job Posting #: 2026-13

Hourly Rates:

2026: \$34.36 - \$40.15

2027: \$35.82 - \$41.86

2028: \$37.34 - \$43.64

Location: Hamilton Township Office

Additional Benefits:

- *Option to participate in the Compressed Work Week Program*
- *Comprehensive benefits package*
- *OMERS pension plan*

The Township of Hamilton is a vibrant rural community nestled between Lake Ontario and Rice Lake in Northumberland County, one hour east of Toronto and next door to the Town of Cobourg. With a population of approximately 11,000 residents the Township offers a delightful blend of the Oak Ridges Moraine, active farms, residential subdivisions and estates, historic villages, waterfront, and tourism.

The Township is situated within the traditional territory of the Mississauga Anishinaabeg and Chippewa nations, collectively known as the Williams Treaties First Nations. Our work on these lands respectfully acknowledges their resilience and their longstanding contributions to the area now known as the Township of Hamilton.

All positions in the Corporation of the Township of Hamilton support the Township's vision of making life better every day by creating a vibrant and sustainable township we are all proud to call home. Employees demonstrate empathy and respect in all interactions, are committed to service excellence.

As part of our mission to provide effective and efficient services to our residents, the Township is now accepting resumes from qualified applicants for an existing vacancy of the position of **Financial Analyst**.

What will you do:

- Maintain and reconcile the general ledger and prepare financial reports.
- Complete account reconciliations, bank reconciliations, journal entries and month-end and year-end duties.
- Assist with accounting system maintenance, including annual quick code updates and creating new accounts as required.
- Assist with accounts receivable by working with other departments to prepare and send time sensitive billings, monitoring receipts from customers, and following up on outstanding accounts receivable invoices.
- Prepare cheque requisitions as required, including Northumberland County and School Board levies, County development charges, site plan deposits.
- Assist with the interim and year-end audit, including working with the external auditors to prepare working papers and schedules.
- Payroll backup, including maintaining knowledge of the process and performing occasionally bi-weekly payroll.
- Administration of monthly Council expense reports.
- Assist with the annual insurance renewal; coordinate changes with insurance provider throughout the year.
- Coordination and administration of insurance claims for the Township, as required.
- Maintenance of the asset management software system and assist with asset management reporting requirements.
- Provide assistance with the procurement process, including reviewing and posting tenders and ensuring the Township is up to standard for records management for completed tenders.

What will you do – cont'd:

- Assist with preparation of the annual operating and capital budget package, and social media and website updates.
- Assist with the coordination of the Township's Annual Grant Application Program.
- Assist with the preparation and monitoring of compliance with financial agreements and grant application/agreements on behalf of the Municipality; communicate new funding opportunities to departments.
- Assist the Deputy Treasurer with the development, amendment, and monitoring of various financial and administrative policies and systems of internal control.
- Assist with Energy Management Plan requirements, including the summary of annual energy consumption and annual greenhouse gas emissions submission to the Ministry.
- Annual pit card reporting.
- Assist with administration of the Wildlife Damage Compensation Program.
- Post and balance online tax and water payments, as required.
- Assist with opening and closing of the front counter, pickup and deliver mail at the post office, make bank deposits, as required.
- Provide services for both telephone enquiries and walk-ins, as necessary.
- Assist with various other projects as assigned by the Deputy Treasurer.

What we expect of you:

- A University degree in accounting or related field of study.
- A minimum of two years of accounting related experience.
- Preference will be given to those who have their CPA or are enrolled and working towards it.
- Experience using Accounting Software, such as Great Plains.
- Experience with processing payroll in ADP is considered an asset.
- Experience completing bank and other account reconciliations, managing cash, posting, and balancing transactions in an accounting system.
- Working knowledge of General Accepted Accounting Principles.
- Ability to work in a team environment and manage multiple priorities.
- Ability to plan, organize and manage work with minimal supervision and complete assigned duties within timelines.
- Exceptional customer service, interpersonal, and communication skills.
- Strong computer skills in MS Office, including Outlook, Word, Excel, and PowerPoint.
- Class "G" driver's license in good standing, have access to a reliable vehicle for use on Township business, and be able to provide a current acceptable driver's abstract

Please note: *After reviewing the qualifications listed above, we want you to know that we understand you may not meet all the qualifications described, but we still encourage you to apply, as you may have other relevant expertise and experience that you can bring to the role.*

The Corporation of the Township of Hamilton is an Equal Opportunity Employer. For more information, please review our careers webpage.

The Corporation of the Township of Hamilton is committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted to schedule an interview and we will work with you to meet your needs.

Interested applicants should forward a PDF copy of their cover letter and resume (one document preferred) in confidence to the attention of hr@hamiltontownship.ca by 4 pm on Monday, October 12, 2026.

The Township of Hamilton does not use artificial intelligence (AI) to screen, assess, or select candidates in its recruitment process. All applications are reviewed and assessed by Human Resources and the hiring manager.

While we appreciate all applications, only those to be interviewed will be contacted. We do not retain unsolicited applications.