

July 4, 2025

Senior Financial Analyst - Development

Township of Woolwich Job Posting



Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Financial Services has a new, and exciting, opportunity for a 2-year contract Senior Financial Analyst - Development.

The Opportunity:

Reporting to the Treasurer, the Senior Financial Analyst – Development will be responsible for ensuring the long-term sustainability of the Township's growth plans, forecasting, monitoring, recording and reporting growth and revenues against the plan, and ensuring the Township meets their financial obligations and capital investment plan.

Reporting to the Deputy Treasurer, you will ensure compliance with the Development Charges Act and Planning Act on financial matters. Your strong attention to detail will ensure accurate tracking, reporting, and funding of growth-related revenues and deposits, as well as the effective administration of financial obligations under development agreements. Using strong organizational and analytical skills, you will coordinate and prepare financial schedules and analysis relating to the Township's development charges background study and by-law.

As the Senior Financial Analyst – Development, you will perform the following duties, including but not limited to:

- Compile detailed analytic reviews to develop forecasting analysis and monitor the financial health of these revenues
- Develop and maintain a rolling forecast of development growth and associated costs and revenues, monitor and compare the pace of development growth, and advise on availability of funding impacting the timing of capital projects
- Track and report on development charges collected, exemptions, credits and deferrals in accordance with legislation and the Township's by-law
- Provide guidance and advice to the public and internal departments regarding the interpretation of development charges legislation and the Township's development charges by-law, liaise with the Region of Waterloo and School Boards on development charge matters
- Prepare financial analysis as part of the annual budget
- Interpret, identify and assess changes to legislation impacting growth revenues including the Development Charges Act and Planning Act as well as accounting requirements under the Public Sector Accounting Board (PSAB) standards
- Responsible for ensuring proper collection, recording, tracking, and refunding of financial obligations (deposits and/or letters of credit) from development agreements such as subdivisions and site plans, building permit deposits and infill grading deposits
- Responsible for the proper recording and accounting of tangible capital assets assumed from developers
- Other duties as assigned

The Ideal Candidate:

We are seeking an intermediate level professional with a CPA designation or in the process of obtaining the designation. This role requires a minimum of three years in financial analysis, preferably in a municipal setting finance with a post-secondary degree in accounting or a related field.

The ideal candidate will have an excellent understanding of industry regulations, standards, and best practices; strong quantitative and critical thinking skills; and possess sound analytical thinking, prioritization, and execution skills.

This position will require competency in using financial and computer applications, including advanced experience using Excel. The successful candidate must be highly organized with the ability to plan, develop, implement, and interpret goals, objectives, and policies. Demonstrated oral and written communication skills, including strong knowledge of finance practices, and an ability to communicate, lead, facilitate, exercise sound judgment would be an asset.

A satisfactory police record check will be required of any successful candidate(s) for this position.

Compensation:

This position offers a comprehensive benefit package, pension plan, and an annual salary range of \$79,189.00 to \$98,986.00.

Working Conditions:

Regular hours of work will be 35 hours per week in an office environment. Typical office hours being Monday to Friday, 8:30 am to 4:30 pm, with flexibility for working evenings and weekends, as required. Subject to periods of operating a computer and reading for long periods of time.

Applicants are invited to submit a cover letter and resume to hr@woolwich.ca prior to **4:00 pm on Friday, July 18, 2025. Please quote job posting 2025-40.**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Our Township is committed to providing and fostering a safe, healthy, and respectful workplace for all of our employees, free from violence and harassment. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request. Please check us out at: www.woolwich.ca