

*The Town of East Gwillimbury is conveniently located along Highway 404 in northern York Region and has been identified as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, active social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!*

Reporting to the General Manager, Community Infrastructure & Environmental Services, the Administrative Business Analyst is responsible for providing business support for the department including coordination of significant items including financial reporting, permits, operating and capital budgets, F.O.I. requests, tenders, department invoicing, and collections. The position provides coordinating, financial and business process support to the General Manager, Directors, Managers, and Supervisors.

Key Responsibilities include: amending, composing, editing, generating, researching, analyzing, reviewing and editing, preparing and follow through of reports, presentations, correspondence and the departmental budget. Leading coordination of department initiatives, assignments and associated reports, preparing by-laws and resolutions to support Council-approved initiatives. Providing front line customer service support to resolve issues, problems or provide services received by the Community Infrastructure and Environmental Services Department. Provides departmental business support by tracking urgent/important issues.; conducting research as necessary and liaising with others on behalf of the General Manager, Directors and Managers. Attending and participating in departmental staff meetings, and monitoring/tracking actions. Participating in committees as a departmental representative; leading special projects, as assigned. Departmental lead for budget preparation and primary liaison with Finance department on coordinating operating and capital budgets, departmental tangible capital asset allocations, and financial key performance indicators. Managing development and implementation of business process improvements; developing and maintaining procedures, guidelines and templates.

Preferred candidates will have a Diploma or Certificate in business administration and/or Accounting Techniques and five (5) years demonstrated experience at a senior/executive coordinating level. Working knowledge of the municipal accounting processes and related financial reporting or equivalent, as well as working experience recommending and implementing computerized business process improvements. Completion of the Municipal Administration Program of the Association of Municipal Managers, Clerks & Treasurers of Ontario Traffic Control Book 7 Training, Asset Management Training (AMO course), WHMIS Training. Strong organizational skills, proven experience in municipal accounting, including monitoring budget variance analysis reports, invoice and expense processing, knowledge of municipal accounting practices. Ability to perform work and meet tight timelines with minimal supervision. Advanced Computer skills in MS Office utilizing word-processing, spreadsheet, presentation and database software, Adobe Pro, Microsoft Outlook, Visio and the Internet, City Wide software, City View software, ADP. Experience in Vadim iCity financial software and Citywide Budgeting/FMW an asset. Excellent interpersonal, communication, organizational/coordinating, research, problem-solving, writing, record keeping, typing/formatting/presentation, public relations, customer service, accounting, and multi-tasking/work prioritization skills. Class G Drivers license in good standing and reliable vehicle to use on corporate business and travel between various working locations.

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

**Deadline for applications is July 2, 2021.**

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.