



Financial Analyst

Finance Department
Permanent Full-Time

The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

Reporting to the Manager of Financial Reporting and Planning, the Financial Analyst completes day-to-day operational accounting, budgeting and financial reporting functions, including the preparation of various reconciliations, supporting schedules and participation in special projects.

The Candidate

As a candidate for this position, you hold a post-secondary degree in Accounting, Business Administration, Commerce, or a related field, with CPA certification in progress. You have minimum of three (3) years of related experience in accounting, financial reporting, budgeting, or similar functions, ideally within a municipal or public sector environment. You also demonstrate strong knowledge of municipal finance, PSAS, and relevant legislation, along with solid analytical, organizational, and project management skills.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an annual salary range between **\$74,577 - \$90,734** (2026 Rates) and a comprehensive benefits plan.

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment. The Town also supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

Employee Perks

At the Town of Grimsby, we invest in our people and provide a workplace that fosters growth, well-being, and work-life balance. Our employees are at the heart of everything we do, and we are proud to offer a supportive and rewarding environment with benefits that go beyond the basics:

- ✓ Complimentary access to recreation facilities, including the fitness centre
- ✓ Three personal float days each year for flexibility and balance
- ✓ Industry-leading benefits covering health, dental, and wellness support
- ✓ Corporate training and career development programs to support lifelong learning
- ✓ A collaborative, inclusive workplace that values innovation and service excellence
- ✓ Opportunities to engage with the community and make a meaningful impact
- ✓ Employee recognition programs that celebrate achievements and contributions
- ✓ A secure pension plan to support long-term financial well-being

More than a job. A place to grow, belong, and thrive.

If you are excited by this opportunity, we are excited to hear from you! We invite you to submit your application to hr@grimsby.ca **June 24, 2026 at 4:30 PM**. Please quote the posting number in the subject line.

A full job description can be found below or visit www.grimsby.ca under “Career Opportunities”.

Posting #: 35-2026

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.



JOB POSTING

Financial Analyst Finance Department

1. General Accounting (70%)

- Completes monthly, quarterly and yearend procedures and processes, including preparing journal entries and accruals and balancing general ledger accounts to sub-systems or supporting documentation.
- Prepares balance sheet account reconciliations and general ledger account analysis.
- Prepares the monthly bank reconciliation and follows up with other finance staff and/or bank to resolve discrepancies.
- Obtain information for all EFT payments received by the Town and coordinating with other finance staff as required ensure they have all be recorded in the general ledger.
- Prepares monthly HST return and records activity in the general ledger.
- Calculates development charges and provides advice in interpreting applicable legislation and by-laws
- Prepares and monitors cash flow in support of operational and financial requirements.
- Prepares all investment accounting entries, including calculation of investment income and accruals, dd
- Prepares monthly allocation and annual inventory distribution of fuel and other inventory items.
- Creates and maintains account structures and provides training to Town staff on appropriate use.
- Ensure proper record storage and retention for financial transactions including journal entries, reconciliations and statements.

2. Financial Reporting and Budgeting (20%)

- Prepares supporting audit schedules and working papers to support the financial statements, liaising with auditors as required.
- Prepares various analysis to support budget estimates.
- Compiles the consolidated budget documents and ensures budget data is accurately transferred between financial applications.
- Prepares government reporting, including Statistics Canada and Energy Reporting.

3. Process Improvement (5%)

- Identifies opportunities for process improvements.
- Investigates and leads process improvements, economies of scale, etc. that provide financial benefit to the Town, conducting analyses and recommending actions to be taken.
- Researches issues/best practices and develops recommendations to be applied in both financial reporting and business processes.

4. Other (5%)

- Leads and/or participates in special projects as assigned.
- Works as part of cross functional team when new systems that feed financial systems are being implemented, assessing interfaces to financial systems and completing all testing prior to go-live and making recommendations regarding business processes for new systems.
- Acts as primary backup for other roles on the finance team and performs duties during absences.
- Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Post-secondary degree in Accounting, Business Administration, Commerce, or related field.

License, Registration and Training

- Chartered Professional Accountant (CPA) certification in progress.
- Valid and unrestricted Class "G" driver's licence with access to reliable transportation and be able to travel to various work locations across the Town.

Experience

- Three (3) years of related experience in accounting, financial reporting, budgeting, and/or related functions.

Knowledge/Skills/Abilities

- Knowledge of municipal finance, Public Sector Accounting Standards (PSAS), and relevant legislation (i.e. Municipal Act).
- Strong analytical skills and a solid understanding of accounting principles, practices and procedures.
- Exceptional project management and organizational skills.
- Ability to prioritize and complete tasks and assignments within specified time frames.
- A team player that is supportive of colleagues and embraces a collaborative approach.
- Ability to establish and maintain sound working relationship.
- Strong oral and written communication skills and ability to effectively communicate with internal and external stakeholders.
- Accuracy and attention to detail.
- Advanced computer skills, including financial information systems.
- Advanced proficiency in accounting, spreadsheet, and word processing applications, such as Word, Excel, Power Point, Microsoft Office, Microsoft Windows.

A combination of education, training, and experience may be considered.