



## JOB DESCRIPTION

Position Title: Financial Analyst

Date: January 13, 2026

Department: Finance

Supervisor: Director of Finance

### Position Summary:

This is specialized accounting work in the maintenance, analysis, preparation and initiation of a variety of accounting records, financial statements and related statistical reports for the District of Hope. Work is performed in accordance with established accounting procedures but, where applicable, the incumbent develops and recommends new methods and procedures for system improvements. Work performance is directed, reviewed and evaluated by the Director of Finance in terms of effective accounting services provided. The position serves as a lead for projects and implementation of efficient procedures.

### Core Values:

Every employee is expected to demonstrate commitment to the following core values:

- Safety;
- Integrity;
- Personal Responsibility;
- Team Work;
- Respectful Workplace; and
- Inclusiveness.

### Physical Demands:

- Periods of prolonged sitting;
- Periods of prolonged typing;
- Occasional periods of prolonged standing;
- Occasional periods of prolonged walking;
- Must maintain the physical agility, strength, fitness and vision requirements required of the position; and
- Must be physically able to lift heavy items employing safe lifting procedures.

### Psychological Demands:

- Periods of high pressure and stress;
- Dealing with sensitive information, situations and/or situations of conflict;
- Must be able to respond frequently changing operational demands;
- Must be able to deal effectively with difficult people and extremely stressful situations; and
- Must be able to understand written and/or verbal instructions.

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Initials (Mgmt)

**Responsibilities:**

- Prepares annual tax billing and ensures adherence to time deadlines; transfers outstanding charges; prepares billing interest and penalty charges; apportions taxes and local service area charges on subdivisions, and collection of same.
- Administers Home Owner Grant and School Tax programs on behalf of the Provincial government, which includes coordinating the approval or denial of home owner grant applications, the investigation of questionable applications, and the timely submission of School tax payments and reports.
- Process completed and revised assessment roll information into property tax software program, ensuring rolls balance with BC Assessment totals.
- Prepares tax rolls and facilitates annual tax sale; liaises with BC Assessment in regard to ownership information, assessed values and generating tax account apportionments; ensures tax related calculations are correctly carried out such as interest charges, tax penalties and prepayments plans; liaises with Home Owner Grant Administration in regards to changes an application of the Home Owner Grant Act and liaises with Deferment Administration in regards to deferment application administration.
- Process amendments to the tax roll as required by Supplementary Assessment notices received from BC assessment.
- Maintains Local Service Area and Specified Area charges for preparation of tax roll; assists in calculation of new Local Service Area charges.
- Maintains utility billing records showing ownership, account balances, new connections, deletion, subdivisions and charges in use and/or rates.
- Processes the billings of metered and non-metered accounts, calculates penalty charges, processes pre-authorized withdrawals and participates in the collection of same.
- Maintains accounting and statistical records for the District of Hope; administers and balances a variety of financial statements and subledgers;
- Performs analyses and reconciliations of asset, liability and operating accounts and special analyses and reconciliations as required;
- Answers enquiries and prepares reports for various internal and external sources on a variety of financial matters;
- Performs internal audit functions as directed and recommends and implements changes as required;
- Provides expertise on, and trouble-shoots problems with the financial software, and resolves issues in consultation with the vendor;
- Conducts variance analyses of departmental income statements;
- Trains staff on accounts payable, accounts receivable, and utility billing;
- Assists in annual budget preparation including updating records, analysing budget submissions, and maintaining computerized budget software;
- Prepares year-end working papers, debt spreadsheets, supporting schedules for annual financial statements, and annual report schedules;
- Prepares annual government reporting forms;
- As required in the absence of the Director of Finance/Deputy Director of Finance, performs electronic bank transactions for the District, and completes month end inter-fund journal entries;

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*Initials (Mgmt)*

- Develops and maintains ongoing cash flow analysis and makes recommendations based on the cash flow statements;
- Liaises with other departments in regards to procurement/streamline processes and facilitate procurement policies and procedures;
- Maintains and assists the Director of Finance in implementing the computerized accounting systems;
- Record capital asset additions, disposals, and amortizations, maintaining related schedules as part of the year-end process, including asset retirement obligations
- Undertakes complex financial analyses as required.
- Undertakes research and provides advice to the Manager with respect to the application of accounting rule changes or other special projects.
- As required, performs related duties and provides backup support to all Finance function.

**Required Knowledge, Skills and Abilities:**

- Must have completed the Chartered Professional Accountant (CPA) designation and four years of professional experience, or be enrolled in the CPA Professional education Program plus five years of professional experience;
- Demonstrated knowledge of the principles, procedures, policies and regulations applicable to professional accounting practices; including fund accounting;
- Extensive knowledge of financial software, as well as procedures together with experience in the utilization of financial computer software applications;
- Sound knowledge of modern office practices, procedures, office equipment and both manual and computerized accounting systems;
- Knowledge or skill in auditing techniques;
- Demonstrates a high degree of accuracy in work especially when producing financial reports and information;
- Ability to prepare financial reports, statements, and to reconcile various accounts and subledgers;
- Ability to maintain effective working relationships with other staff and to explain and interpret department policies and procedures;
- Ability to handle confidential and sensitive matters with discretion and integrity;
- Excellent oral and written communication skills

**Required Licences, Certificates and Registrations:**

- Must have a valid Driver's Licence.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

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**Working Conditions:**

The incumbent will normally work the standard work week of Monday to Friday in accordance with the hours specified and on occasion work overtime as authorized. The incumbent will be a member of CUPE Local 458. The incumbent may be required to travel in the performance of duties of the position.

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**Job Description Qualification Statement:**

I have read this job description and can attest that I agree that I am capable and competent to undertake the duties and responsibilities as outlined above. I understand this position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This position description is intended to convey information essential to understanding the scope, the general nature and level of work expected to be performed.

_____	_____	_____
Employee Name	Signature	Date

_____	_____	_____
Supervisor/Director	Signature	Date

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**John Fortoloczky,**  
**Chief Administrative Officer**

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**Candace Tharp Farnsworth,**  
**President, CUPE Local 458**