SAULT STE.MARIE

Where you belong.

Job Vacancy

Position:	Financial Analyst – Audit & Reporting	**Wage Range**:	$83,908 – $99,882
Job Posting:	100-119-2026	**Job Class**:	4
Department:	Corporate Services	**Shifts**:	35 hours/week
Division:	Finance –Administration	**Posted:**	October 28, 2026
Status:	Full Time	**Closes:**	November 6, 2026, 4:30pm

Purpose:

- Co-ordinate the preparation of the annual audit process and other internal and external financial reporting requirements.
- Ensures financial information/support/analyses/recommendations provided is accurate, reliable and relevant.
- Provide information in a timely manner in accordance with legislative/departmental/corporate wide deadlines.
- Deliver customer first service and pro-active professional services to departments.

Primary Duties and Accountabilities include, but are not limited to:

- Co-ordinate with various departments and levels of staff; ensuring integrity and is proactive in the preparation of the City's annual report process and other internal financial reports.
- Prepare various working papers and supporting journal entries to support Corporate Financial Statements, Financial Information Return and other financial reporting requirements, as directed.
- Provide assistance in annual external audit process including preparation of working papers and financial statements.
- Research and provide analysis on changes to accounting and audit guidelines; and other financial regulations.
- Documentation of business processes for audit trail and internal control requirements and establishing procedures to provide accurate financial records.
- Assist in the review and implementation of internal control processes.
- Conduct periodic internal audits to verify adherence to the City's various policies and procedures as directed.
- Co-ordinate the capital asset accounting program including related policies and procedures in accordance with the public sector accounting board requirements, i.e. PSAB 3150.
- Perform lease versus buy analysis for capital asset additions.
- Assist with operating and capital budget process, as directed.
- Assist/provide analysis in the month-end/quarterly reporting process; analyze and monitor the activities and trends in departmental revenues and expenses, including variance reports for operating and capital budgets; provide forecasts where required.
- Create various financial reports.
- Resource for financial reporting and accounting systems.
- Complete special projects or programs as assigned; both individually and part of a cross-functional team.
- Assist with the development and implementation of financial policies and procedures as directed.
- Perform other duties as required.

Qualifications:

- University Degree in Business Administration or Accounting, or related discipline.
- Chartered Professional Accountant (CPA) designation.
- Computer literacy in a Microsoft environment including Excel, Word and Outlook.
- Three years' experience relating to financial analysis or accounting with specific experience in audit and financial reporting.
- Comprehensive understanding of municipal accounting and budget processes.
- Working knowledge of related statutes, regulations and accounting standards; including Public Sector Accounting Board (PSAB).
- Ability to interpret and analyze financial data and prepare financial reports, statements and forecasts.
- Development of policies, procedures and financial reports.
- Excellent research, planning and analytical ability.
- Ability to read, write and communicate to perform the duties of the position; including the ability to present reports.
- Strong interpersonal skills; ability to work with and build relationships with the various departments and levels of staff.
- Organize time to perform the duties of the position, in a fast paced, high volume, demanding setting and meet deadlines.
- Work both independently and as a team member.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email	human.resources@cityssm.on.ca
Subject line	100-119-2026 Financial Analyst – Audit & Reporting

❖ **Our Commitment to Inclusion**

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.

❖ **Privacy Notice**

Information collected is in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used solely for the selection process related to this posting.