

# City of Victoria JOB VACANCY NOTICE Internal/External

## **CUPE LOCAL 50**

**DATE OF ISSUE:** February 26, 2010

**CLOSING DATE:** March 12, 2010

Competition Number: **10/11A**

Position Title: **Budget and Business Planning Analyst**

Number of Positions: **One**

Duration: **Continuous**

Work Schedule: **Monday to Friday, 35 Hours per week**

Pay Group: **\$38.59 per hour, Pay Grade 16  
(under review)**

**ALL APPLICATIONS MUST BE** received in the Human Resources Department by 4:30 p.m. on the above closing date and must be complete, including all qualifications and experience relevant to this position.

Please submit your application quoting the above competition number to:  
The City of Victoria Human Resources Department, 627 Pandora Avenue, Victoria, B.C.,  
V8W 1N8, by FAX to (250) 361-0238 or online by email at [hr@victoria.ca](mailto:hr@victoria.ca)

**DEPARTMENT:** Finance / Comptroller

### **POSITION FUNCTION**

Coordinate and participate in the City's budget, financial and business planning functions.

### **KEY DUTIES**

Coordinate the City's business planning process by assisting departments in linking departmental business plans, performance measures and budgets to service levels; assist departments in developing multi-year operating budgets and long-range capital plans.

Research best practices and develop funding strategies for the City's infrastructure deficit and overall capital plan; develop financial forecasting models for both operating and capital budgets; determine business needs and identify efficiencies and improvements to the City's budget process.

Coordinate the preparation and administration of the City's operating and capital budgets; review budget submissions to ensure consistency and compliance with guidelines; prepare and review monthly budget variance analyses and financial reports and report on significant variances; assist in the preparation of annual financial statements and working papers.

Participate in the development and implementation of budget and business planning policies, procedures and standards; assist in the planning, implementation and improvement of budgeting and financial systems as required.

Respond to enquiries from staff, department clients and outside agencies by providing advice and guidance related to budgeting, business planning and financial procedures, policies and strategies; assist in the preparation of budget presentations for senior management and Council; represent the department on corporate financial projects and committees as required.

Perform related duties where qualified.

### **INDEPENDENCE**

Work is generated by annual objectives, established policies and procedures.

Work is reviewed through reports to and discussions with supervisor.

Issues such as policy development and major system changes are discussed with supervisor with recommendations.

### **WORKING CONDITIONS**

#### **Physical Effort:**

Touch keying on calculator. (often)

Sit with arms unsupported while keyboarding. (often)

#### **Mental Effort:**

Meet accounting and project deadlines. (often)

Long periods of intense concentration while analyzing budgets and performing reconciliations and analyses. (often)

#### **Visual/Auditory Effort:**

Focus on a variety of source data and VDT for short periods. (often)

#### **Work Environment:**

Office.

### **KEY SKILLS AND ABILITIES**

Organize and prioritize work.

Understand and apply the principles and methods of municipal accounting and budget and business planning processes, and performance measurement.

Advanced level operation of current City of Victoria financial, spreadsheet, word processing and related specialty software.

Interpret related policies, legislation and regulations.

Provide financial budgeting and business planning guidance and advice.

Research and analyze business needs related to budgeting and business planning.

Establish and maintain effective working relationships.

Deal effectively with the public and outside agencies.

### **QUALIFICATIONS**

#### **Formal Education, Training and Occupational Certification:**

High school graduation.

Professional accounting designation (CA/CGA/CMA). (6 years)

#### **Experience:**

4 years of related experience, including experience in computerized accounting and budgeting or an equivalent combination of education and experience.

#### **OTHER:**

May be requested to substitute in a more senior position.

**JC: new**

**TESTING MAY BE CONDUCTED**

**THIS IS A CUPE LOCAL 50 POSITION**