



Help us get there.



We're building change in Brampton.

The urban centre we serve is one of the youngest, fastest growing, most diverse cities in the country. We're aiming high and thinking big, to position Brampton as an emergent global city of the future.

Leaders in our organization understand success requires passion, creativity and agility. We value progress over process. We hold each other accountable. We are a team who is engaged, excited and empowered to deliver results for Brampton.

Exciting things are happening at the City of Brampton. Take a look at what employees are working on related to our [Term of Council Priorities](#) moving us forward towards [The Brampton 2040 Vision](#).

TRANSIT ANALYST

POSTING NUMBER: 104337

HIRING SALARY RANGE: \$81,325.00 - \$91,491.00 PER ANNUM

MAXIMUM OF SALARY RANGE: \$101,656.00 PER ANNUM

AREA OF RESPONSIBILITY:

Under the direction of the Supervisor, Transit Accounting & Employee Support Services, this position prepares, administers and provides in-depth analysis of Brampton Transit's Current and Capital Budgets and all related reporting. General responsibilities will be to provide day-to-day accounting activities and related financial claims reporting to meet Municipal, Provincial & Federal reporting requirements. This position also provides timely financial and analytical expertise to all Transit sections to ensure accurate processing & reporting of financial and Transit statistical information.

- Coordinate and assist in the gathering of information for the annual Current and Capital Budget submission by providing summarized information and meeting with Managers/Supervisors in the Department.
- Provide financial analysis and impact studies for labour negotiations.
- Prepare monthly financial analysis and forecasting on current or capital budgets, as requested by staff.
- Prepare quarterly capital project status updates and operating forecasts for Corporate Finance.
- Participate and assist in project level financial tracking for all Transit approved projects including reporting requirement for Provincial and Federal funded projects.

- Work with Project Managers to facilitate the preparation, evaluation, recommendation and administration of Capital Budget requests and all related reporting.
- Prepare financial analysis and forecasting on ad hoc projects as requested by internal and external staff.
- Monitor/Reconcile Transit revenue and balance sheet accounts.
- Provide support to transit sections on procurement/purchasing, accounting and financial matters.
- Prepare financial reporting that highlights performance, trends and cost savings for review by Transit Management.
- Compile data for surveys from external agencies such as CUTA , APTA, OPTA and Stats Canada.
- Work with internal and external auditors during interim and year-end financial audits and various government audits. Ensure adherence to Corporate Policies and Procedures, Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Board (PSAB) guidelines, ATU Collective Agreements, as well as Federal and Provincial Legislation in all financial matters.
- Provide excellent customer service to the internal and external stakeholders.
- Perform other similar and related duties as assigned.

SELECTION CRITERIA:

- University Degree in Business related field with specialization in finance and/or accounting;
- Professional accounting designation or enrollment in same would be an asset;
- Minimum two years experience in a finance/budgeting environment;
- Knowledge of municipal finance and budget process;
- Knowledge of Brampton Transit is an asset; computer skills, especially MS Office and extensive knowledge of spreadsheet applications and PeopleSoft Financials;
- Good interpersonal and customer service skills;
- Excellent public relations and communication skills;
- Able to work independently and as part of a team; good performance and work record.

***Various tests and/or exams may be administered as part of the selection criteria.*

Job status: Permanent

Job Type: Management and Administration

Applications must be received by: December 22, 2021

Alternate formats will be provided upon request.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment quoting **reference #104337 by December 22, 2021** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

In accordance with the City of Brampton's Vaccination Administrative Directive, new employees are required to disclose their vaccination status and provide proof of full vaccination* before their start date. Employees who are unvaccinated or do not disclose their vaccination status will be required to:

- a) complete the City of Brampton's mandatory learning regarding COVID-19 vaccination; and

b) take regular COVID-19 tests prior to attending the workplace. Employees must demonstrate a negative COVID-19 test result in order to attend the workplace.

The City of Brampton strongly encourages candidates to be fully vaccinated prior to your start date. New employees who are not fully vaccinated may request accommodation based on medical (disability), religious, or other protected grounds. Employees with an approved accommodation will only be required to adhere to item b) above.

* Fully vaccinated means the two-week anniversary after receiving a vaccination series approved by Health Canada or the World Health Organization. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/> , or other government-issued vaccine passport or certification.

The City of Brampton continues to follow COVID-19 workplace control measures including physical distancing, masking, hygiene, personal protective equipment (e.g. medical masks, eye protection), and capacity limits to create a healthy and safe environment for both employees and the public.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874-2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.