

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 171 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



**JOB TITLE:** ANALYST, TRANSIT

**DEPARTMENT:** TRANSIT

**POSTING NUMBER:** 106036

**NUMBER OF POSITIONS:** 1

**JOB STATUS & DURATION:** Temporary 18 month contract

**HOURS OF WORK:** 35-hour workweek

**LOCATION:** Brampton Transit, Sandalwood Parkway / Clark Blvd

**SALARY GRADE:** 5

**HIRING SALARY RANGE:** \$86,091.00 - \$96,853.00 per annum

**MAXIMUM OF SALARY RANGE:** \$ 107,614.00 per annum

**JOB TYPE:** Management and Administration

**POSTING DATE:** April 17, 2024

**CLOSING DATE:** May 1, 2024

#### **AREA OF RESPONSIBILITY:**

Reporting to 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:**

### **EDUCATION:**

- Post-secondary degree or diploma in Business-related field with specialization in Finance and/or Accounting, or an equivalent combination of education, training and related work experience.
- Professional accounting designation or enrollment in same would be an asset;

### **REQUIRED EXPERIENCE:**

- Minimum two years experience in a finance/budgeting environment;

### **OTHER SKILLS AND ASSETS:**

- 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.*

**Interview:** Our recruitment process may be completed with video conference technology.

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. \*Our Hybrid Model is subject to change.

If this opportunity matches your interest and experience, please apply online at: [www.brampton.ca/employment](http://www.brampton.ca/employment) by quoting **reference #106036 by May 1, 2024** 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.

As part of the application process, applicants will be invited to complete a self-identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated

metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

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.

If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new [Alternate Format Request](#).



*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](mailto: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.*