



**External Job Posting
Financial Analyst
(Non-Union)
Corporate Services Department
Competition # CS DFA0526
Posting Date: May 7, 2026, 2026
Closing Date: June 4, 2026, at 4:00 pm**

The Town of Truro is seeking an innovative and motivated candidate to fill the Non-Union Position of **Financial Analyst, Corporate Services Department**.

POSITION SUMMARY:

Reporting to the Finance Manager, the Financial Analyst is responsible for all finance and accounting activities as delegated by the Finance Manager. Primary responsibilities include preparing, maintaining, and monitoring annual operating budgets, as well as the preparation and reconciliation of year-end financial documents. Additional requirements involve monthly financial and departmental reporting, including variance analyses, and maintaining proper accounting procedures to ensure accurate and complete financial recordkeeping. A detailed job description can be found on the Town's website (www.truro.ca)

EDUCATION AND EXPERIENCE:

- Bachelor's degree in business/commerce
- Professional Accounting Designation is an asset (CPA).
- Minimum of three years post-graduate experience, preferably in a municipal government environment.
- Three years experience in finance or accounting role, including budgeting, reporting, and year-end audit preparation.

KNOWLEDGE AND COMPETENCIES:

- Detail-oriented with strong analytical and time management skills.
- Demonstrated ability to work independently by reviewing and leveraging prior working papers for direction.
- Strong Excel skills.
- Strong customer service mindset when supporting both internal and external clients.
- Excellent interpersonal and communication skills, both written and verbal.
- Ability to work in a team as well as independently.

WORKING CONDITIONS:

- Office environment.
- Extensive reading and utilization of computers for varying periods of time.
- Physical requirements include walking, reaching, lifting, bending, standing, and sitting for extended periods of time.
- A dynamic work environment where deadlines are planned and workloads are managed to support work-life balance

APPLICATION PROVISIONS:

Interested applicants must submit a resume accompanied by a concise covering letter highlighting relevant qualifications and experience. The competition number must be clearly stated on both the envelope and covering letter. Only applicants selected for an interview will be contacted.

Start Date:	TBD
Salary:	In accordance with the approved non-union salary range
Closing Date for Applications:	June 4, 2026, at 4:00 pm
Submit applications to:	Tammy Totten, Manager of Human Resources Town of Truro 695 Prince Street Truro, NS B2N 1G5 Email: jobs@truro.ca

The Town of Truro is committed to fostering an inclusive working environment and encourages applications from a wide spectrum of backgrounds and experiences. We encourage individuals from historically underrepresented communities, including Black, racialized and Indigenous Peoples, members of the 2SLGBTQIA+ community, newcomers to Canada, and People with Disabilities, to apply.



JOB DESCRIPTION
Financial Analyst
(Non-Union)
Corporate Services Department
April 2026

POSITION SUMMARY

Reporting to the Finance Manager, the Financial Analyst is responsible for all finance and accounting activities as delegated by the Finance Manager. Primary responsibilities include preparing, maintaining and monitoring annual operating budgets, preparation and reconciliation of year-end financial documents. Additional requirements include the preparation of monthly financial and departmental reporting, including variance analyses, maintenance of proper accounting procedures to ensure accurate and complete financial recordkeeping.

REPORTING RELATIONSHIPS:

Reports to: Finance Manager

KEY WORKING RELATIONSHIPS:

Internal: - Finance Staff
- Other Town Departments

External: - Service Providers
- Contractors
- Provincial Agencies

KEY RESPONSIBILITIES:

Financial Services:

- Assistance with the creation of the annual budget for the operating and capital funds for both general operations and water operations. This includes account analysis, the distribution of template budget reports to each department, and the consolidation of the departmental budgets into one report.
- Monitor budget to actuals monthly and provide variance analysis as needed.
- Assist in the preparation of year end working papers and files for annual external audit.
- Preparation and completion of various year-end and annual reports.
- Prepare monthly reports as required.
- Review compliance with documented policies and procedures related to financial services and legislative services as required.
- Review GL coding for weekly vendor payments.
- Tracking grants and work with departments to complete reporting as required.
- Other projects as required.

Other Responsibilities:

- Support finance services staff in various capacities.
- Coordinate and complete various special project initiatives as assigned.
- Participate in the various strategic plans of the Town as required.

QUALIFICATIONS**Education and Experience:**

- Bachelor's degree in business/commerce
- Professional Accounting Designation an asset (CPA).
- Minimum of three years post graduate experience, preferably in a municipal government environment.
- Three years experience in finance or accounting role, including budgeting, reporting and year end audit preparation.

Knowledge and Competencies:

- Detail oriented with strong analytical and time management skills.
- Demonstrated ability to work independently by reviewing and leveraging prior working papers for direction.
- Strong Excel skills.
- Strong customer service mindset when supporting both internal and external clients
- Excellent interpersonal and communication skills, both written and verbal.
- Ability to work in a team and independent work environment.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Office environment.
- Extensive reading and utilizing computers for varying periods of time.
- Physical requirements include walking, reaching, lifting, bending, standing and sitting for extended periods of time.
- A dynamic work environment where deadlines are planned and workloads are managed to support work-life balance

SPECIAL REQUIREMENTS:

- Maintain confidentiality and discretion regarding financial related information.
- Criminal Record Check.

AUTHORIZING SIGNATURES

Director of Corporate Services:

(Signature) *(Date)*

Finance Manager:

(Signature) *(Date)*

Incumbent:

(Signature) *(Date)*