



**Scott Fraser**  
Chief of Police

**Matt Funnell**  
Deputy Chief

# KINGSTON POLICE

705 Division Street, Kingston ON K7K 4C2

**Position Title:** Senior Financial Analyst (Permanent Full-Time)

**Pay Range:** \$94,370 to \$111,030/annual

**Closing Date:** November 22, 2024

## Company Bio

Kingston Police, in partnership with the community, serves, supports, and protects the safety of everyone in the City of Kingston. Our vision is to establish the Kingston Police as an exemplary organization by inspiring public confidence, professionalism accountable policing, and increased safety demonstrated through trusting relationships with partners agencies and the diverse members of the Kingston community.

## Position Summary

Reporting to the Director of Finance, the Senior Financial Analyst will be responsible for supporting the financial and procurement related functions of the organization, including the preparation, validation, analysis and review of financial information and systems. This role requires a dedicated analytical mindset, strong attention to detail, and the ability to translate complex financial data into meaningful recommendations. In addition, this role will ensure the integrity, reliability, timeliness and accuracy of financial data, reporting, and analyses. The Senior Financial Analyst ensures that finance functions are completed in accordance with established policies, directives, accounting standards, and related legislation.

Please note this position is permanent full-time and salary is based upon a 40-hour work week (2,080 hours). The position is a weekly schedule of 8-hour days, Monday to Friday, typically 8:30 am-4:30pm, although the position requires flexibility and the ability to work overtime hours, which may include evenings or weekends as required to meet the operational needs of the organization.

The position is subject to pay equity review and is governed by the terms of a previous collective agreement.



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## Responsibilities

- Assist the Director of Finance with various purchasing, inventory, and supply- related functions ensuring the adherence to all procurement and expenditure related policies and procedures
- Prepare and assist with various grant reports in accordance with guidelines of applicable agreements. Develop and recommend cost tracking options
- Assist with the preparation of the annual operating and capital budgets
- Analyze financial performance and identify trends, variances, and opportunities for improvement
- Provide asset management and capital budget expertise and support. Ensure accuracy and reporting of tangible capital assets in accordance with PSAB (Public Sector Accounting Board) regulations and City of Kingston Policies
- Prepare salary and benefit data to be used in budget preparation and ongoing monitoring and analysis based upon the collective agreements and current legislation
- Prepare internal and external financial reports including monthly, quarterly, and annual reports and analysis for the Director of Finance and Senior Staff
- Provide support and advice on financial matters and provide timely and effective information to support Command and Senior Leadership decision making
- Provide backup support to the Director of Finance and other Finance staff
- Other duties and projects, as assigned

## Required Qualifications

- 3-year diploma or 4-year degree in Finance, Business Administration, or a related field of study
- Professional Accounting Designation (CPA, CA, CGA, CMA) \*Consideration may be given to applicants who are eligible to complete the CFE examination and apply for designation within one year\*
- 5-7 years of progressively responsible experience in accounting, financial analysis, and budgets
- Intermediate skill level in Microsoft Excel



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## Assets

- Working knowledge of Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAB) preferred
- Municipal accounting experience, including a working knowledge of relevant legislation and municipal policy is an asset
- Experienced in the use of applicable accounting and payroll systems including FMS (D365), PeopleSoft or other accounting software
- Demonstrated work experience ensuring integrity and confidentiality are maintained.
- Proven ability to manage multiple projects and meet deadlines in a fast-paced work environment, with priorities often shifting
- Strong communication and presentation skills, with the ability to convey complex financial information to non-financial stakeholders
- Strong analytical and critical thinking and problem-solving abilities to analyze data, identify problems and recommend solutions

## Closing Statement

Kingston Police hire on the basis of merit and are committed to reflecting the diversity of the Kingston community and Canada. We are also committed to ensure a non-discriminatory, barrier-free and accessible recruitment experience. Should you require accommodation through any stage of the recruitment process, please inform us by emailing [recruitment@kingstonpolice.ca](mailto:recruitment@kingstonpolice.ca). Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA).

We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Interested candidates can apply online here: <https://www.joinkp.ca/hiring-process/apply-now/>