



FULL-TIME FINANCE ASSOCIATE COMPETITION NO: POL-2025-03

Posting Date:	March 25, 2025	Closing Date:	April 2, 2025
Department:	Timmins Police Service	Hours per Week:	35 hours per week
Benefits Entitlement:	Yes	Pension Entitlement:	Yes – Employer Matched Contributions
Salary:	\$79,170 - \$84,705 (2025)	Union:	Senior Officers

Position Summary

Under the supervision of the Chief Human Resources Executive, the Finance Associate will provide financial support to the Timmins Police Service and the Timmins Police Service Board.

Duties

- Participate in the development and implementation of budget and accounting policies, procedures and standards for all financial functions related to the Service;
- Assist with the preparation and reconciliation of the Service's operating and capital budgets;
- Prepare and review monthly budget variance analyses and prepare financial reports and reports on significant variances;
- Assist with Grants and Funding requests ensuring accuracy of the submissions, liaising with the appropriate governing body, track submissions' statuses, allocate grant and funding amounts, track expenditures and reconcile expenditures;
- Perform analysis of various financial and confidential information to be provided to Administration;
- Prepare and review monthly budget variance analyses and prepare financial reports and reports on significant variances.
- Review and prepare purchase requisitions within the budgeted amounts, and source authorization when outside of the budgeted amounts;
- Administer the Request for Proposals (RFP) process, including confidential aspects of the process;
- Prepare quarterly and year end budget updates and forecasts, including capital projects statuses and grants and funding allotments for the Board.
- Enter bi-weekly payroll for hourly staff, advise Payroll of experience pay, long service pay and special premium entitlements, payroll adjustments and payouts, and ROE requests;
- Review and submit staff expenditures to the Finance Department for reimbursement.
- Reconcile credit card transactions and petty cashes for reasonableness and accuracy.
- Assist in the preparation of budget presentations for the Chief of Police and the Board, as required;
- Other duties as assigned.

Qualifications

- Post-secondary education in Business Accounting or related field **or** a combination of education and experience acceptable to the employer;
- Minimum of four years' experience in a financial environment including payroll, grants and funding applications and reconciliations, budgeting assistance, asset management, and purchase orders;
- Thorough knowledge of Microsoft Office, in particular Excel, and accounting software. Experience with Vadim iCity is an asset;
- Ability to work in a highly organized fashion where detail, accuracy, confidentiality and multi-tasking abilities are extremely important;
- Effective decision-making abilities in relation to both simple queries and more complex situations based on established guidelines;
- Excellent communication skills both oral and written;
- Excellent analytical skills;
- Initiative, teamwork and co-operation;
- Must be able to pass security clearance and background check;
- Public sector experience is an asset.

How to Apply

Please forward your application to the Timmins Police Service by **4:00 pm** on the closing date of **April 2, 2025**.

Via email TPSRecruitment@timmins.ca

The Timmins Police Service is an equal opportunity employer, and a diverse workforce that is representative of the citizens we serve. The Timmins Police Service is committed to the principles of equal opportunity. Persons who have previously submitted an application or resume MUST RE-APPLY. The Timmins Police Service thanks all applicants, however ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE ACKNOWLEDGED