



## Job Posting 24 -72

**Title:** Financial Administrator  
**Department:** Finance  
**Supervisor:** Director of Operations  
**Employee group:** Non-Union (NUME)  
**Job Grade:** 2  
**Hours:** 35 hours per week

### Job Summary:

The Financial Administrator is responsible for administering financial reporting, budgeting and variance analysis, running payroll entries, and purchasing administration. The incumbent is responsible for ensuring that accounting activities and financial reporting meet all legislative requirements, are in accordance with the City of Guelph's Finance Department, Guelph Public Library's policies and procedures and with current Public Sector accounting principles

All employees are required to:

- Promote the Guelph Public Library Mission Statement.
- Provide exemplary customer service.
- Cultivate a healthy and safe workplace.

### Duties:

#### A. Fiscal Responsibility

- Assists with the budget preparation, payroll, purchasing administration, public accounts, disbursements, receivables, and internal control; assures compliance with applicable legislation, regulations, CICA standards, plus Library policy and procedures.
- Assist with Implementing accounting policies and procedures.
- Responsible for financial statements and accounting reports.
- Monitors the control systems necessary to safeguard the financial assets of the Library. Monitors a tracking system for the Library's fixed assets. Works with the City of Guelph to ensure compliance with the PSAB (Public Sector Accounting Board) by verifying the accurate recording, and depreciation of library assets.
- Determines and fulfills the Library's responsibilities under tax and charity laws and regulations.
- Assist in the development and comparative analysis of financial forecasts, plans and models.

#### B. Administrative Support

- Ensure purchasing policies are adhered to, obtaining the best prices consistent with the quality required and purchasing methods to ensure the effective control of expenditures.
- Assists in the development, monitoring and evaluating grant/project budgets. Monitor financial activity for all grants/partnerships and prepares reports and financial statements.
- Assist in planning, organizing and delivery of a clean and well maintained Main Library.

### **C. Other Duties**

- Assist with organizing and collecting GPL statistics and performance measures.
- Assist in maintaining an inviting and orderly library environment.
- Performs related duties.

### **Reporting Relationship**

The Financial Administrator reports to the Director of Operations.

### **Qualifications:**

#### **A. Education**

- A three year Accounting/Finance Diploma or up to three years accounting duties in the public sector.

#### **B. Experience**

- Demonstrated knowledge and experience in the principles and practices of accounting and budgeting; knowledge of computerized information systems used in financial and/or accounting applications.

#### **C. Skills**

- Ability to understand, interpret, explain and apply applicable laws, regulations, and policies regulating financial accounting, reporting, payroll, taxation and budgeting.
- Ability to accurately evaluate budget and financial information under tight deadlines and make sound recommendations within areas of responsibility.
- Ability to effectively communicate technical and financial information in a team environment.
- Demonstrated ability to think strategically and creatively in the planning process.
- Excellent interpersonal skills and ability to handle sensitive and difficult issues in a confidential manner.
- Exceptional oral and written communication skills in a variety of communication channels.

**D. Other**

- An innovative, dynamic team player who leads by example and is action oriented.
- Ability to work independently and co-operatively on a team.
- Ability to perform light physical work, bend, reach and lift up to 25kg.

**Posting start date:** December 20, 2024

**Posting end date:** January 5, 2025, **5 pm EST**

**Applications including a cover letter, resume and 2-3 work references should be submitted to:**

Human Resources  
Guelph Public Library  
100 Norfolk St.  
Guelph ON N1H 4J6  
[celstonryder@guelphpl.ca](mailto:celstonryder@guelphpl.ca)

Please quote "Financial Administrator, 24-72" in subject line

Applicants are required to demonstrate in their application how their qualifications match those specified above. Assessments based on all of the objectives and qualifications listed above will be a part of the interview, written and/or practical test and reference checking.