

Town of Caledon

make a difference



Job Title: Analyst, Capital Assets (Permanent Full-Time)

Closing Date: August 25, 2021; 11:59 pm

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can **make a difference**.

The Opportunity

Reporting directly to the Senior Analyst, Corporate Asset Management, this role is responsible for maintaining compliance with the Public Sector Accounting Board Standards for Tangible Capital Assets and Town Corporate Policies concurrently ensuring the maintenance of a corporate-wide asset inventory management system. Assist with ensuring compliance of Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure by coordinating the development and implementation of asset management policies, strategies, decision frameworks, processes, and tools in alignment with the Town's long terms goals and vision. As the Analyst, Capital Assets, you will perform the following duties, including but not limited to:

- Maintain compliance with the Public Sector Accounting Board Standards (PSAB) for Tangible Capital Assets and Town Corporate Policies on a timely and accurate basis
- Ensure information uploaded into asset management system is reconciled to the general ledger and/or source data
- Periodic update to asset inventory, identify gaps and opportunities of improvements in the asset data, and corresponding attributes
- Ensure integration of GIS with Citywide and asset management (AM) for all assets
- Collaboration with finance on the tangible capital components linking the asset management plan to the financial results
- Continual review of best practices and compliance with all Provincial Asset Management requirements

COVID-19: *In consideration of the current pandemic and Public Health orders, the Town of Caledon is providing limited in-person services as Town Hall is open to the public by appointment only. The successful candidate for Analyst, Capital Assets will be required to work a flexible schedule, including in the office, remotely and after hours (as required).*



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The Ideal Candidate

We are seeking an enthusiastic professional with a Bachelor's Degree or Technologist Diploma in Civil Engineering, Building Construction, Business Administration, Finance or equivalent combination of education and experience, and a minimum of 3 - 5 years' experience in asset/infrastructure management or progressive experience in accounting with an emphasis on cost accounting, maintenance and capital asset recording. 3 - 5 years' experience in government environment and a Certificate or Diploma in Asset Management or equivalent is preferred.

We are seeking an individual with demonstrated computer proficiency in MS Office (Word, Excel, Outlook) and knowledge of Public Sector Accounting Board (PSAB) standards for tangible capital assets. Practical understanding of and experience with Citywide, formal training or experience with GIS and data management, and completion of formal asset management training would be preferable. We are seeking an individual with excellent verbal and written communication skills, strong organizational skills with considerable attention to detail, and demonstrated analytical and problem-solving skills, with the ability to analyze and accurately manage large amounts of data.

This position offers a salary range of \$64,512.24 - \$75,660.21 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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