

**Town of Caledon**

**make a difference**



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

**Closing Date: January 28, 2022; 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. 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).*

### **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



6311 Old Church Road  
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and experience, and a minimum of minimum of 1 year of progressive experience in accounting with an emphasis on cost accounting, maintenance and capital asset recording. A Certificate in Asset Management or equivalent is considered an asset and experience applying Capital Asset Accounting Standards is considered an asset.

The ideal candidate will be proficient in MS Office (Word, Excel, Outlook) and knowledge of Citywide and GIS is considered an asset. 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.*

***New employees who commence employment on or after November 15, 2021 are required to be fully vaccinated against COVID-19, as a condition of employment. Being fully vaccinated is determined as the status of having received the full series of approved vaccines (both doses of a two dose vaccine series, one dose of a single dose vaccine series) and any additional doses required and approved by Health Canada and having satisfied the full post vaccination period required to ensure vaccination efficacy. The Town of Caledon reserves the right to request proof of vaccination at any time. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code.***

*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](http://www.caledon.ca/careers)

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



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