



Business Analyst

Are you looking for a new opportunity where you can be part of building the future in a growing community? Do you enjoy digging into budgets, working with a variety of disciplines, and conducting business analysis for projects and programs? If this sounds like you, then we want to hear from you!

We are hiring for the new role of **Business Analyst** to support our busy Infrastructure and Operations team.

The **Business Analyst** will support budget managers in coordinating accounting tasks related to the annual operating and capital budgets in the Infrastructure and Operations department. This role will track, monitor, and assist with reporting on the budget, budget over-expenditures and budget re-allocations. This role will also provide business analysis and tracking support for costing/spending, capital projects, invoicing, coding, reporting, financial troubleshooting, and special projects.

Qualifications:

- Completion of a two (2) year community college level certification or diploma in business administration with a focus on accounting. Bachelor of Commerce / Bachelor of Business Administration degree considered an asset.
- Minimum of two (2) years business-related experience.
- Equivalent combination of education and experience will be given consideration.
- Strong math skills and demonstrated experience developing, monitoring, and reporting on budgets; experience leading business analysis activities for a variety of projects and programs.
- Excellent written and verbal communication skills, and ability to build strong working relationships within own department and with other departments.
- Ability to contribute to a positive, customer service-oriented culture.
- Understanding of Diversity, Equity, Inclusion and Belonging in a customer focused environment

What we can offer:

- Work-life balance focused environment, with a Flexible Work Policy.
- A culture of teamwork, trust, and service excellence.
- A collaborative, solutions-based work environment, with a high degree of autonomy.
- Working with a team that is passionate about serving a community.
- A commitment to personal and team professional development.
- The excitement of being part of building the future in a fast-growing Municipality.
- Benefits package including a Health Care Plan with Virtual Doctor service included, Dental, Disability, Life Insurance, Registered Pension Plan, Employee Assistance Program.

Annual salary: \$55,429 - \$69,288

Deadline to apply: April 10, 2026

For a complete job description and information on how to apply, please visit easthants.ca/employment

If you require an accommodation to assist in the application process, please contact Human Resources at jobs@easthants.ca or (902) 883-6203.