



100 John West Way  
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Aurora, Ontario  
L4G 6J1  
Phone: 905-727-3123  
[www.aurora.ca](http://www.aurora.ca)

TOWN OF AURORA

## EMPLOYMENT OPPORTUNITIES

Division of Human Resources

### Specialist, Accounting Permanent, Full-Time \$62,763 to \$77,027 per year

Reporting to the Supervisor, Accounting, the Specialist, Accounting is responsible for assisting with a wide range of accounting responsibilities including but not limited to reviewing, documenting, understanding and streamlining financial business processes, preparing periodic cut-off procedures for internal/external reporting and developing/refining procedures and internal controls. This role will also assess business needs by designing, developing and recommending solutions based on user and legislative requirements. In addition, the incumbent will be responsible for the calculation of development charges and supporting the preparation of associated development agreements; administration and review of purchase card processes and conducting financial control risk management through internal audit initiatives.

To be considered for this position, you will hold a University degree in Accounting, Business Administration or related field of study coupled with a minimum of four (4) years of demonstrated experience in a municipal or not-for-profit environment. Enrolment or completion of a professional accounting designation will be considered an asset. You will have working knowledge of the full accounting cycle and knowledge of Public Sector Account Board (PSAB), Canadian Generally Accepted Accounting Principles (GAAP) and regulatory accounting. You will possess strong analytical, research and financial modelling skills to develop financial forecasts. You will have excellent project management skills to meet program objectives and tight deadlines. Excellent interpersonal, communication and customer service skills are required as is the ability to work in a fast paced, changing environment with a heavy emphasis on multi-tasking. Proficiency with MS Office Suite with intermediate to advanced knowledge in Excel and familiarity with other related systems and software, e.g. Vadim, ERP systems, etc. You will have thorough working knowledge of the Municipal Act, Development Charges Act, Freedom of Information and Protection of Privacy Act, etc. Possession of a valid Class "G" driver's license in good standing and a reliable vehicle to use on corporate business is required, as is the ability to work outside regular hours from time to time.

#### Police Criminal Record Check Requirements

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: [hr@aurora.ca](mailto:hr@aurora.ca) by **May 28, 2019** quoting reference number **19-26**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.