



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Administrative Assistant, Department (Finance)

Permanent, Full-Time

\$66, 533.57-\$81, 599.22 per year

The Town of Aurora's Finance Department is looking for an energetic, organized and detail-oriented individual to join our team. Reporting directly to the Director of Finance, this role will be responsible for providing administrative and financial support to the Director and department. The incumbent will assist in project management of the annual budget and financial audit, perform administrative tasks relating to office supplies, mail, directing/responding to inquiries, calendar management for the Director, and track/maintain department related data, etc. This role will perform routine budget/accounting tasks, including but not limited to preparing financial reports, back up support for accounts payable and other tasks as assigned, etc.

To be considered for this position you must have a post-secondary education in Business Studies, Public Administration or a related field coupled with at least three to five years of progressively responsible administrative experience; preferably in a public sector with experience in accounting, budget and/or finance. Experience in assisting with project management or involvement in budget or the financial audit is an asset. You will possess the ability to prioritize and multi-task effectively and have exceptional computer skills, particularly with Microsoft Office (Outlook, Word and Excel) and familiarity with financial software (Oracle) is considered a strong asset. You will have the proven ability to exercise discretion and judgment when handling confidential/sensitive information as well as the ability to deal with all levels of staff, the public, community groups, agencies/organizations and other contacts, courteously and effectively with tact and diplomacy.

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 at the applicants' own cost.

All Town of Aurora employees are required to disclose their vaccination status and be fully vaccinated as a condition of hire in accordance with the Town's Mandatory COVID19 Vaccination Policy. Proof of vaccination will be required prior to your start date.

Posting date: September 22, 2022

Job ID: #22-101

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 by **October 11, 2022** quoting the job title and reference number **22-101**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

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 Human Resources Division at 905-727-3123.