



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

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Supervisor, Accounting

Contract, Full-Time (12 months)

\$86,395.13-\$107,993.91 per year

Reporting to the Manager, Financial Reporting and Revenues/Deputy Treasurer, the Supervisor, Accounting is responsible for the coordination, supervision and provision of Accounting support services by supervising and providing leadership to accounting support services staff, performing various financial and accounting duties including financial statement and financial report preparation; analysis of input tax credits; coordination of year end audits and various other internal audits; general ledger account maintenance; letters of credit and security deposit administration; acting in an advisory capacity to management of other business units on accounting, continuous improvement of financial processes and reporting and other related financial issues. In addition, this position supervises the administration of development charges, accounts payable, accruals, payroll, purchase card (P-Card) and journal entry. Furthermore, this role assists in the development and implementation of various accounting policies and procedures, and legislative reporting requirements such as the Construction Act, coordinating day-to-day accounting functions and the cash-handling management and administration at Town facilities.

To be considered for this opportunity, a minimum of five (5) years of demonstrated experience in financial accounting environment preparing financial statements combined with two (2) years of supervisory or leadership experience (municipal or not-for-profit experience is preferred). Completion of a University degree in Accounting, Business Administration or related field of study and successful completion of a Chartered Professional Accountant (CPA) professional designation is required. You 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 in addition to thorough working knowledge of provincial and federal legislation as it relates to compensation administration, reporting/remittance requirements, deductions, taxable benefits and other payroll practices. You possess strong written and verbal communication skills and have good organizational,

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Job ID: #22-56

interpersonal, arithmetic, analytical and records management skills combined with a strong ability to prioritize workflows to meet deadlines.

You have strong research and financial modelling skills to develop financial forecasts, analytical skills to interpret reports, data, studies etc., identify problems and make evidence-based recommendations. 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. Working knowledge of the Municipal Act, Development Charges Act, Freedom of Information and Protection of Privacy Act, etc is required.

You must hold a valid Class "G" driver's license in good standing and have access to a reliable vehicle to use on corporate business.

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 COVID-19 Vaccination Policy. Proof of vaccination will be required prior to your 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 by **May 16, 2022** quoting the job title and reference number **22-56**.

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.