



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

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Financial Accountant (Project support)

Contract, Full-Time (12 months)

\$78-779.74-\$98,474.80 per year

Reporting to the Supervisor, Accounting, the Financial Accountant 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, assisting in developing accounting policy 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 assisting the entire Finance department during the implementation of a new financial system; support annual budget process, procurement activities, general accounting including revenue, accounts payable, bank reconciliation and payroll functions.

To be considered for this opportunity, a minimum of four (4) years of demonstrated experience in municipal or not-for-profit environment with emphasis in accounting combined with 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, interpersonal, arithmetic, analytical and records management skills combined with a strong ability to prioritize workflows to meet deadlines.

Posting date: May 2, 2022

Job ID: #22-57

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 **22-57**.

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.