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Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

# Accounting Co-op, Finance (Senior Student)

**Employment Type:** Contract, Full Time

**Work term:** Summer (May-August 2024)

**Location:** Aurora, ON

**Salary Range:** \$17.74 to \$20.17 per hour

**Closing Deadline:** January 15, 2024

*The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".*

## Position Summary

Reporting to the Supervisor, Accounting, this position assists with corporate accounting functions including bank and account reconciliations, balance sheet analysis, research on changes to Public Sector Accounting Standards, audit preparation, process mapping and documentation, accounts payable, developing training materials and accounting policy review.

The student will gain experience working in a local municipal government and develop their knowledge relating to Public Sector Accounting Standards.

## Qualifications

To be considered for this position, you must be currently enrolled on a full-time basis in a post-secondary Business Administration, Finance, Public/Policy Administration or related program. The ideal incumbent will also have knowledge of and demonstrated ability in corporate core competencies, including customer service, communication, teamwork, initiative/self-management and accountability, and flexibility/adaptability. The successful candidate will have excellent written and verbal communication skills, be able to work independently, have a good working knowledge of MS Office and aptitude for technology and willingness to learn new software applications.

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.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are 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.

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.