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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Supervisor, Accounting

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$91, 211.65-\$114,014.56

Closing Deadline: October 11, 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 Manager of Financial Reporting & Revenue, the position will provide professional input and recommendations on a wide range of accounting and financial reporting policies and procedure and providing leadership to accounting support services staff, performing various financial and accounting duties.

Responsibilities

- Comprehensive management of year end financial statements including coordination of year end financial audit and other various internal audits.
- Supervisions and compliance with all aspects of HST legislation.
- Administration of letters of credits and security deposits.
- Supervises the administration of development charges, accounts payable, accruals, payroll, purchase cards (P-Cards), journal entries and coordination of all monthly and quarterly accounting period close procedures.
- 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.

Qualifications

- Completion of a four (4) year University degree in Accounting, Business Administration, Finance or related discipline.
- Completion of the Chartered Professional Accountant (CPA) designation and registration in good standing.
- Completion of Payroll Compliance Professional (PCP) and Payroll Leadership Professional would be considered an asset.
- Minimum five (5) years experience in a financial accounting environment preparing financial statements (municipal experience preferred).
- Demonstrates two (2) years of supervisory or leadership experience.
- Demonstrated knowledge of Public Sector Accounting Board (PSAB) standards, accounting principles and practices, applicable legislative/regulatory standards, auditing principles and practices and payroll functions.
- Good interpersonal, organizational, analytical and supervisory skills; ability to prioritize work and to work under pressure to meet deadlines.
- Working knowledge of computerized accounting systems, as well as PC spreadsheet and database applications.
- Ability to deal courteously and effectively with staff, other departments/levels of Government, the public and other departmental contacts.

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.