

Financial Accountant

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$83,171.70 - \$103,964.76 per year

Closing Deadline: February 18, 2025

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 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.

Responsibilities

- Support the Town's accounting financial system(s), ensure the Town's general ledger information is timely and accurate.
- Prepare monthly GL account reconciliations, complete month-end and year-end cut off procedures, undertake ad-hoc financial analysis.
- Reconcile general and Library bank accounts monthly, prepare journal entries, oversee daily bank reconciliations.
- Process cash securities and letters of credit release; reconcile securities portfolio
- Administer Purchasing card program such as set up P-Cards, update cardholders' profiles, etc.
- Assist in setting up suppliers, updating and maintaining accuracy of suppliers' profiles.
- Provide backup support to payroll processing in ADP, as required.
- Assist in the calculation of development charges (DCs) under the Town's DC By-law and the Development Charges Act including supporting the preparation and/or implementation of associated development agreements; administering and reporting of related transactions in accordance with the terms set out in development agreements; advising on the impact of changes to the legislation.
- Liaise with external auditors, prepare audit working papers, and coordinate with departments during interim and year-end financial audits; assist in preparing supporting documents for internal audits, as required.

- Evaluate and improve the effectiveness of internal financial control risk management, including control and governance processes; contribute to the Town's internal audit program/policy application; assess the effectiveness and efficiency of key controls in mitigating risks.
- Support the implementation and development of policies to meet regulatory requirements; identify opportunities and recommend changes and improvements.
- Respond to escalated queries from internal and external customers, ensure accuracy and thoroughness of related accounting matters, and provide written responses as appropriate.
- Perform other related duties as may be assigned in accordance with departmental and/or corporate objectives.

Qualifications

- Successful completion of a University degree in Accounting, Business Administration or related field of study
- Successful completion of a Chartered Professional Accountant (CPA) designation
- A minimum of four (4) years of demonstrated experience in municipal or not-for-profit environment with emphasis in accounting
- Working knowledge of the full accounting cycle and knowledge of Public Sector Account Board (PSAB), Canadian Generally Accepted Accounting Principles (GAAP) and regulatory accounting bodies
- Thorough working knowledge of provincial and federal legislation as it relates to compensation administration, reporting/remittance requirements, deductions, taxable benefits and other payroll practices
- Proficiency with MS Office Suite with intermediate to advanced knowledge in Excel and familiarity with other related systems and software, e.g. Oracle Fusion, ADP, etc.
- Working knowledge of the Municipal Act, Development Charges Act, Freedom of Information and Protection of Privacy Act, etc.
- Strong written and verbal communication skills for writing reports
- Strong analytical skills to interpret reports, data, studies etc., identify problems and make evidence-based recommendations
- Excellent interpersonal, communication and customer service skills
- Ability to work in a fast paced, changing environment with an emphasis on multi-tasking
- Ability to work outside regular hours, as required

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.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

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.