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Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

### Financial Management Advisor

**Employment Type:** Permanent, Full Time

**Location:** Aurora, Ontario

**Salary Range:** \$93,491.95 to \$116,864.93

**Closing Deadline:** June 9, 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 Manager, Financial Management/Deputy Treasurer, the Financial Management Advisor is responsible for the planning, co-ordination, and preparation of the Town's annual operating and capital budgeting processes, providing advice and process support to Directors and senior staff with respect to budget requirements and operating results, preparation of periodic mid-year forecast and capital project status reports to Council, budget system maintenance and query-based report development, and recommendations for process/system changes and improvements.

#### Responsibilities

- Support/lead the various stages of planning, coordination and preparation of the Town's multi-year operating budget and 10-year capital plan including providing financial expertise and guidance to senior staff on budget requirements, operating results, and financial matters
- Make recommendations and assist in the development, update and implementation of budgeting policies, practices and procedures including the preparation of operating budget guidelines, forms and schedules
- Development, recommendation and maintenance of the budget system (Oracle EPM) including development of forms, business rules, query-based reports that support improvements to financial reporting
- Respond to enquiries from and liaise with other levels of government, other departments, staff, external agencies, etc., on matters relating to the operating and capital budget, financial matters as appropriate, and attends associated meetings as required
- Undertake planning, co-ordination and preparation of the Town's cash flow forecasting model, daily updates and monitoring of cash account balances and short-term investments as per the Town's investment policy
- Support the town's corporate asset management framework by providing financial advice and guidance

#### Qualifications

- University degree in Accounting, Business, Economics, Mathematics or Commerce. Enrolment in and progression toward a Chartered Professional Accountant (CPA) professional accounting designation and/or a master's degree in business, Economics, Public Policy or Mathematics would be an asset
- Minimum of 5 years of demonstrated experience in a financial analysis / budgeting / advisory / accounting role ideally including municipal budget, policy, development charges, cash in lieu, investments, and cash flow analysis

- Knowledge of designing query-base reports and database programming languages such as SQL would be an asset or experience with Oracle Fusion EPM reporting and business rules
- Experience in using the Microsoft Office suite with advanced-level skills in working with Excel
- Thorough working knowledge of applicable accounting and auditing principles and practices, budgeting, and analysis processes
- Working knowledge of municipal legislative/regulatory standards, public sector accounting practices and a local government reporting

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.

#### Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.