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Aurora, Ontario
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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Clerk, Business Support

Employment Type: Contract, Full Time (24 Months)

Location: Aurora, Ontario

Salary Range: \$60,248.15 - \$73,890.58

Closing Deadline: September 24, 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, Business Support in the Community Services department, the Business Support Clerk is responsible for the department's financial services administration including accounts receivable processing, collection of past due accounts, balancing and preparation of revenues for deposit.

Responsibilities

- Compiling and maintaining various departmental statistics and databases, preparing reports, preparing bank deposit paperwork, collecting payments and issuing refunds and generating monthly statements
- Provide divisional customer service and administrative support duties as required and act as the department liaison to Finance, responsible for departmental journal entries, Active Net and Red61 account reconciliation, year-end financials and retaining accounting records and processes according to appropriate accounting principles.
- Maintain departmental records, including preparing records for on-site and off-site storage, archiving records, and updating records retention information.

Qualifications

- Successful completion of a High School Diploma.
- Minimum 2 – 3 years of experience in a municipal recreation or administration environment, preferably with a focus in accounts receivable/cash-handling procedures or a related field.
- Additional training in accounting/bookkeeping, municipal administration or a related field.
- Experience in the operation/maintenance and troubleshooting of the ActiveNet Program or similar data management systems.
- Strong proficiency in the operation and use of Microsoft Office applications and have excellent organizational, interpersonal and customer service skills to deal courteously and effectively with the public.
- Strong ability to be organized, detail oriented and ability to work under pressure.
- Must hold a valid Class "G" driver's license and a reliable vehicle to use on Town 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.

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.