



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Financial Reporting & Capital Asset Policy Advisor

Employment Type: Contract (approx. 12 months), Full Time

Location: Aurora, Ontario

Salary Range: \$93, 491.95-\$116, 864.93

Vacancy Reason: Temporary Replacement

Closing Deadline: December 10, 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 Associate Manager of Financial Systems & Policy, the Financial Reporting & Capital Asset Policy Advisor will provide professional input and recommendations for continuous improvement initiatives with the financial system and asset management planning and reporting while implementing the goals and objectives of the Town.

Responsibilities

- Coordinates the preparation and ensures the accuracy of the Town's financial statements, notes for financial statements, Tangible Capital Asset (TCA) reporting, and financial reports for programs requiring separate audit opinions in accordance with Public Sector Accounting Board guidelines.
- Work closely with the Program Manager, Asset Management to integrate technical considerations with financial objectives and Levels of Service to support the Town's Asset Management programming and to increase its asset management maturity level.
- Streamlines, automates and reengineers financial process to ensure the process integrity and that internal controls are met in accordance with financial reporting requirements under Public Sector Accounting Standards (PSAS) and legislation.
- Develops, designs and implements system reports and dashboards to continuously improve financial management across the organization by improving the customer experience and enable their clients to be able to more easily manage their business.

Qualifications

- Completed Chartered Professional Accountant (CPA) or Masters with a degree in Business, Economics, Public Policy or Mathematics or equivalent.
- Minimum five (5) years experience in a financial accounting environment preparing financial statements (municipal experience preferred).
- Minimum two (2) years participating in systems implementation, process improvement and project management including experience in developing financial system reports, dashboards and query-based reporting.
- Excellent analytical, organizational, investigative, research/report writing and problem-solving skills and the ability to deal courteously and effectively with a wide range of stakeholders.
- Availability to work overtime and/or after hours, including evenings and weekends as required to attend meetings, meet deadlines and/or resolve problems.
- 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.