



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

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Accounting Analyst

Employment Type: Contract (approximately 24 months), Full Time

Location: Aurora, Ontario

Salary Range: \$77,210.85- \$96,513.06

Vacancy Reason: New Position

Closing Deadline: January 23, 2026

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 of Accounting, the Accounting Analyst supports the municipality's financial operations through professional accounting and reporting duties. The role ensures compliance with PSAS, the Municipal Act, and provincial legislation, while handling general accounting, reconciliations, financial reporting, year-end audit preparation, and credit card monitoring. The analyst also serves as the primary backup for payroll and bank reconciliations to maintain continuity of financial operations.

Responsibilities

Financial Reporting: Prepare and reconcile monthly, quarterly, and annual financial statements in line with PSAS and provincial requirements.

Audit Support: Develop working papers, schedules, and documentation for the annual audit; liaise with external auditors.

General Accounting: Maintain general ledger accounts, reconciliations, journal entries, and adjusting entries to ensure accuracy.

Payroll Backup: Serve as the primary backup for payroll processing, including bi-weekly payroll, reporting (T4s, OMERS, WSIB, CRA), and compliance with legislation.

Bank & Credit Card Reconciliations: Monitor and reconcile corporate credit card transactions and bank accounts to ensure compliance and proper documentation.



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Asset Accounting: Assist with tangible capital asset tracking and related financial reporting.

Compliance & Controls: Ensure adherence to internal controls, municipal bylaws, and provincial regulations.

Process Improvements: Support financial system integrity and contribute to efficiency enhancements.

Qualifications

- University degree in Accounting, Finance, Business Administration, or related field.
- Minimum 4 years of accounting experience, ideally in municipal or public sector environments.
- Payroll Compliance Practitioner (PCP) certification required, CPA designation an asset.
- Experience with municipal software systems (e.g., Oracle Fusion, ADP) and proficiency in MS Office.
- Strong communication, analytical, organizational, and problem-solving skills.
- Ability to handle confidential information with discretion and work both independently and collaboratively.
- 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



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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.