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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Accounting and Revenue, Senior Student

Employment Type: Contract, Full Time

Contract Duration: May - End of August 2026 (approx.)

Location: Aurora, Ontario

Salary Range: \$18.64-\$21.19 per hour

Vacancy Reason: Seasonal Demand

Closing Deadline: February 09, 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, Accounting, this position assists with corporate accounting functions including bank and account reconciliations, balance sheet analysis, research on changes to Public Sector Accounting Standards, accounts payable, training materials and accounting policy review, suppliers' profile registration and other ad hoc duties in accordance with departmental and/or corporate objectives. The student will gain experience working in a local municipal government and develop their knowledge relating to Public Sector Accounting Standards.

Qualifications

To be considered for this position, you must be currently enrolled on a full-time basis in a post-secondary Business Administration, Finance, Public/Policy Administration or related program.

The ideal incumbent will also have knowledge of and demonstrated ability in corporate core competencies, including customer service, communication, teamwork, initiative/self-management and accountability, and flexibility/adaptability.

The successful applicants will have excellent written and verbal communication skills, be able to work independently, have a good working knowledge of MS Office and aptitude for technology and willingness to learn new software applications.

Successful candidates to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to start date at the applicants' own cost.

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.

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.

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.