



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 1034-001

CALL NO. 26-4530

Job Designation:	Supervisor, Accounts Payable
Department:	Finance
Job Details:	Permanent, Full-Time (Non-Union)
Salary Range:	\$105,893 – 127,123
Pay Grade:	206
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on April 6, 2026 .
Posting Status:	Open to all current Town of Oakville employees and external applicants

This job posting is for an existing vacancy and therefore will be filled accordingly.

We offer:

- A hybrid work schedule
- A defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

This is a permanent position reporting to the Manager, Accounting. This position will be responsible for supervising the day-to-day operations of the accounts payable team in the accounting section of the Finance department.

What can I expect to do in this role?

As the Supervisor, Accounts Payable you will:

- Be responsible for the full Accounts Payable process, including investigating any payment or commitment issues.
- Supervise the daily functions of Accounts Payable team members, including staff development and performance-related matters.
- Ensure proper approvals, documentation, and adherence to internal controls.
- Monitor the effectiveness of Accounts Payable control policies and procedures, resolving issues as they arise.
- Participate in and advise on system implementations, upgrades, and integrations from an Accounts Payable perspective.
- Act as the escalation point for vendor and internal inquiries and payment issues.
- Review and approve weekly cheque registers.
- Monitor monthly Accounts Payable performance indicators and adjust processes as required.
- Monitor monthly processes and deadlines to ensure reporting timelines are met.
- Perform monthly, quarterly, and annual reconciliations on Accounts Payable-related accounts.
- Provide training to users on the Town's payable system (Transform AP) and financial system (JDE).
- Monitor and respond to inquiries related to purchasing card transactions.
- Assist with the Town's year-end process, including accruals, fiscal year-end closing, and preparation of working papers.
- Encourage vendors to transition to EFT payments.
- Perform full-cycle accounting for two related entities, including preparation of annual audit working papers.
- Perform other duties as assigned.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer.

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.

How do I qualify?

- Completion of a four-year degree program in Business and/or Accounting, in addition to a professional designation as a Chartered Professional Accountant (CPA), in good standing.
- A minimum of five years of relevant work experience in a senior accounting position with supervisory responsibilities, normally acquired through a professional accounting designation and several years of progressive post-designation accounting experience in public accounting or in a municipal/public sector environment dealing with complex accounting issues.
- Strong understanding of accounting principles and Public Sector Accounting Standards.
- Ability to analyze and investigate problems, identify alternatives, and make recommendations to improve procedures and policies.
- Understanding of risk management principles and their application.
- Experience with JDE is considered an asset.
- Strong understanding of HST, particularly in the municipal/not-for-profit sector.
- Experience with Transform AP and US Bank's purchasing platform is considered an asset.
- Strong customer service orientation and ability to meet deadlines.
- Excellent communication and interpersonal skills, with the ability to work effectively, professionally, and diplomatically with Town staff and vendors.

Core Knowledge Required for Success:

You are an experienced professional with a comprehensive knowledge of:

- Public Sector Accounting Board regulations
- The principles of financial operation practices in a municipal environment
- Public sector decision-making processes
- Knowledge of internal controls and risk mitigation
- Knowledge of the Occupational Health and Safety Act
- Experience with Financial Management software preferably JDE and FMW
- Microsoft Office technology (including strong Excel skills)

Leadership Competencies:

- **Strategic Thinking** – innovating through analysis and ideas
- **Engagement** – mobilizing people, organizations, partners
- **Management excellence** – delivering results through action management, people management and financial & asset management
- **Accountability and Respect** – serving with integrity and respect

Click [Competency Profile](#) to view the competencies for this Supervisor level.

Corporate Values:

Teamwork, accountability, dedication, honesty, innovation and respect

DATED: [March 20, 2026](#)

The Town's recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates.

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.

We thank all applicants and advise that only those selected for an interview will be contacted.

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