



100 John West Way
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aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Associate Manager, Financial Systems and Policy

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$110, 254.23-\$137, 817.61

Vacancy Reason: Permanent Replacement

Closing Deadline: August 18, 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 Manager, Financial Reporting and Revenues is responsible for financial systems, processes and policies including design and development of financial system reports and dashboards, project management of financial system improvements, maintenance of the financial systems, liaising and coordinating with the Town's Information Technology Services division, reengineering and streamlining of financial processes, development and implementation of financial policies, asset management planning and reporting, automation of financial processes and workflow, corporate-wide training on financial systems, processes and policies, ensuring the data integrity of the financial system, improving the customer experience through continuous improvement and acting on behalf of the Manager, Financial Reporting & Revenue as required.

Responsibilities

- Significant role supporting the modernization and administration of the financial management of the Town's asset management program including technical expertise for financial reporting, working directly with Program Manager of 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.
- Maintains the financial system and is responsible for the data integrity of the system through the development of financial policies, guidelines and process documents.
- 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.
- Maintains the Town's annual financial statements ensuring the financial system design of the statements meet PSAS and FIR reporting requirements, as well as being responsible for the overall analytical review and investigation of significant variances and advises financial management and financial reporting staff to ensure compliance with all relevant financial reporting policies and standards.
- Researches, develops and recommends changes to the Town's financial reporting policies, including inter-jurisdictional analysis to assess interactions, competitiveness and best practices.
- Leads and supervises assigned Finance staff including orientation and training, performance evaluation, scheduling, discipline, payroll submissions and overtime authorization, and makes recommendations on promotions and terminations.

Qualifications

- Completion of a Professional Accountant (CPA) designation and university degree in Business, Economics, Information Technology or Mathematics or equivalent.
- Project Management Professional (PMP) certification with the Project Management Institute (PMI) is a strong asset.
- Minimum five (5) years progressively responsible experience in leading systems implementation, process improvement and project management including experience in developing financial system reports and dashboards.
- Demonstrates two (2) years of supervisory or leadership experience.
- Demonstrated experience in writing and developing financial policy and processes in accordance with the application of Generally Accepted Accounting Principles and the Public Sector Accounting Standards.
- Excellent verbal and written communication with a wide range of stakeholders such as all levels of staff, government, elected officials, development community, investment community, and the general public in a courteous and effective manner which reflects the professionalism of the organization.
- 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.