

Junior Compliance Reviewer

Position Status:	Temporary Assignment to March 31, 2025
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, ON M3C 2H4 (Don Mills and Eglinton)
Starting Salary:	\$55,357 per year
Hours of Work:	36.25 per week
Posting Date:	April 30, 2024
Closing Date:	May 6, 2024

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Compliance division of Elections Ontario is seeking a team-oriented professional to work for an organization that offers career growth opportunities and a competitive rewards program.

As a Junior Compliance Reviewer, you will assist in administering the financial compliance requirements of the *Election Finances Act* and provide information and support to Compliance clients.

What to expect in this role

Reporting to the Manager, Compliance Review, you will:

- Examine routine general election campaign-related financial returns filed by constituency associations, candidates, leadership contestants and parties. Determines the accuracy, completeness of the returns and determines compliance with the *Election Finances Act* and related guidelines. Refers/escalates complex issues/problems to a Compliance Review Officer (CRO) and /or Compliance Review Coordinator (CRC). Identify filing and reporting issues that are inconsistent with the requirements of the *Election Finances Act* and Generally Accepted Accounting Principles (GAAP) and review and resolve issues with filers.

- Escalate complex issues to a Compliance Review Officer or the Compliance Review Coordinator.
- Ensure recovery of funds where applicable and arrange for payments and required documentation.
- Provide support and assistance to the Compliance Enforcement unit as required.

What you need to qualify

- Knowledge and understanding of GAAP and their application to the compliance requirements of the *Election Finances Act* to ensure compliance and advise filers on process and related requirements.
- Understanding of the *Election Finances Act* and related guidelines to administer the compliance requirements of the Act and identify inconsistencies and statutory contraventions in filed returns.
- Ability to understand the policies and practices of the Compliance division to ensure consistent processes are followed and accurate advice and information is provided.
- Proficiency with MS Excel and Word, along with strong keyboarding skills.
- Basic understanding of financial statements.
- Ability to learn quickly and manage workload within defined timelines.
- Work well in a team environment.
- Willingness to seek guidance, take direction and follow prescribed procedures and practices.
- Good organizational skills and demonstrated ability to maintain a high level of concentration when processing a large volume of documents.
- Must be legally entitled to work in Canada.

The successful candidate will be required to work in-office; however, alternative work arrangements (Telework and Compressed Work Week) are available based on operational requirements.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume as one attachment, quoting File #EO-2024-63 in the subject line, to hr@elections.on.ca no later than **May 6, 2024**.



We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.