

Senior Financial and Payroll Advisor

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, ON M3C 2H4 (Don Mills & Eglinton)
Starting Salary:	\$78,673 per year
Hours of Work:	36.25 per week
Posting Date:	March 14, 2024
Closing Date:	March 28, 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 Finance, Procurement and Logistics Division of Elections Ontario (EO) is seeking a highly motivated professional for the position of Senior Financial and Payroll Advisor. In this position, you will be responsible for: providing strategic financial, payroll and business advice to support EO's senior leadership decision-making and to design, develop, lead and maintain strategic and operational financial initiatives to ensure that finance, payroll and business functions are in alignment with EO's strategic business goals and objectives.

What to expect in this role

Reporting to the Manager, Finance and Payroll, you will:

- Provide leadership, advice and expertise on financial issues, audit, payroll and operational processes to ensure activities and processes comply with financial directives and standards, statutory and legislative requirements, and internal controls best practices.
- Support the development, implementation, and maintenance of performance measurement benchmarks, tools and reports to monitor and improve service delivery, including Accounts Payable, Accounts Receivable, Payroll processing and Cash Management.

- Support the establishment of processes, directions, financial policy and program frameworks for EO's financial, audit and payroll activities and lead the design, development, implementation, and monitoring of payments, payroll processing and periodic reporting.
- Prepare draft financial statements and related supporting schedules required for the annual audit, act as a liaison and prepare preliminary responses to Provincial Auditor's staff in the annual audit.
- Modify policies, procedures, and practices to ensure compliance with any new/amended legislative and regulatory requirements related to personal information and payroll compliance.
- Provide operational and functional guidance to the Finance Team and Managers on Accounts Payable, Accounts Receivable, Payroll and Cash Management functions.
- Provide project management support and financial management expertise to the Manager, Accounting Finance and Payroll, often of a complex nature.
- Undertake special accounting tasks, related activities and analyses as requested by the Manager, Finance and Payroll.
- Provide supervision to temporary accounting and clerical staff during election periods.

What you need to qualify

- CPA Designation or in the final stages of completion.
- Minimum 7 years of progressive experience with audit, full cycle accounting, and payroll.
- Demonstrated knowledge of Generally Accepted Accounting Principles, financial management and planning principles, practices, methods and related legislation.
- Demonstrated experience and in depth knowledge of the payroll rules, practices and legislation, and their application to provide guidance, support, and advice to team members regarding complex issues in the processing/administration of payroll (i.e. statutory deductions, T4, ROEs, etc.).
- Advanced proficiency in spreadsheet-processing software, including data querying, and advanced data analysis techniques to work with large sets of data for completing complex variance analysis for financial audit, data imports/exports and year-end payroll reconciliations.
- Leadership skills to provide operational and functional guidance and advice to team members and temporary staff.
- Attention to detail and well-developed communication skills to effectively liaise with management and staff.



- Interpersonal, negotiation and consultation skills to work effectively and establish strong working relationships with all stakeholders (including senior leadership, management and staff) to provide financial advice, processes, procedures and policies.
- Proficiency with utilizing computer applications related to financial systems to ensure appropriate data maintenance and to create required analyses and reports.
- Must be legally entitled to work in Canada.

Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 3 to 5 days per week, 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-2024-47 in the subject line, to hr@elections.on.ca no later than **March 28, 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.