



Elections Ontario

Compliance Review Officer

Temporary Assignment April 16, 2018 to August 31, 2018
Open

Who we are

The Office of the Chief Electoral Officer is a non-partisan agency of the Legislative Assembly of Ontario, responsible for the administration of provincial elections, by-elections and referenda.

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. Together we lead change by building modern services that put the needs of electors first.

We believe in Responsiveness and Innovation, Accountability and Integrity, Respect and Efficiency.

Join our team

The Compliance division is seeking an experienced compliance professional within our Scarborough location who wants to work for an organization that offers career growth opportunities and a competitive rewards program.

As a Compliance Review Officer, you will administer the financial compliance of the *Election Finances Act* and provide information and support to the Compliance division's clients.

What you can expect in this role

Reporting to the Manager, Compliance Review, you will:

- Examine all annual, general election, by-election, referenda and contest related financial returns filed by constituency associations, candidates, parties, third parties, leadership and nomination contestants.
- Determine the accuracy and completeness of the returns and determines compliance with the Act and related guidelines.
- Identify filing and reporting issues that are inconsistent with the requirements of the Act and Generally Accepted Accounting Principles, also known as GAAP; and reviews and resolves them with filers.
- Identify contraventions of the *Elections Finance Act* and brings them to the attention of the chief financial officer or auditor responsible for the filing.
- Ensure recovery of funds in the case of ineligible contributions, arranging for payments and required documentation.

Qualifications

- Knowledge of, and demonstrated experience applying Generally Accepted Accounting principles in a financial compliance environment.
- Understanding of the Election Finances legislation and guidelines.
- Knowledge and understanding of the business and legislated environment of electoral event administration.
- Well-developed communication, negotiation, analytical and organizational skills.
- Demonstrated tact, diplomacy and leadership skills.
- Highly-developed knowledge and proficiency in the use of MS Office including Outlook, Word, Excel, and PowerPoint.
- Must be legally entitled to work in Canada.

Compensation

Salary Band: \$59,152 to \$75,838 per annum

Starting Salary: \$59,152

How to apply

Please submit your resume and cover letter as one attachment quoting **File # EO-2018-21** to <https://hrassociates.wufoo.eu/forms/m1cgchq90n90ayk/> no later than **March 19, 2018**.

We are an Equal Opportunity Employer. If you require a disability-related accommodation to participate in the recruitment process, please contact us at 1-888-668-8683, Fax at 1-866-714-2809, TTY at 1-888-292-2312 or hr@elections.on.ca. We will accommodate your needs under the Ontario Human Rights Code.

While we appreciate all applications, only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

Posting Date: March 6, 2018