



# Elections Ontario

## Finance Assistant – 7 Positions

Temporary Assignment – multiple contract terms  
April 30, 2018 to August 19, 2018 – 6 Positions  
May 21, 2018 to September 19, 2018 – 1 Position  
Open

### Who we are

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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

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The Shared Services division is looking for highly motivated Finance Assistants in our Scarborough location who want to work for an organization that offers career growth opportunities and a competitive rewards program.

As a Finance Assistant, you will demonstrate exceptional attention to detail and focus on customer service as you provide financial and administrative support to the Finance team.

### What you can expect in this role

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

- Process invoices and pay claims in accordance with policies, procedures and Regulations under the Election Act and the Election Finances Act.
- Execute data entry.
- Ensure documents (invoices and paid claims) are properly coded for cost analysis and audit.
- Reconcile supplier statements against expenditure records and contact suppliers to resolve discrepancies on invoices and statements.
- Prepare spreadsheets and reports.
- Maintain files and records for all financial documents.
- Receive, record and distribute incoming mail/invoices.
- Provide clerical support to Shared Services as needed.

## Qualifications

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- Minimum of 2 years of progressive experience in an accounting role.
- Excellent knowledge of financial, accounting and administrative procedures and practices.
- Excellent attention to detail skills.
- Knowledge of government accounting and the budgeting process to assist in the preparation of reports.
- Knowledge of Great Plains would be an asset.
- Ability to set priorities under tight deadlines.
- Excellent interpersonal, communication, customer service and organizational skills;
- Intermediate knowledge and experience using Microsoft Office.
- Demonstrated ability to perform in a busy, changing, multi-tasking work environment.
- Must be available to work various shifts including evenings and weekends.
- Must be legally entitled to work in Canada.

## Compensation

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**Salary:** \$47,467 per annum

## How to apply

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Please submit your resume and cover letter as one attachment quoting **File # EO-2018-26** and indicate the contract term of interest to [hr@elections.on.ca](mailto:hr@elections.on.ca) no later than **March 26, 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](mailto: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 12, 2018