



Elections Ontario

Finance Officer – 14 Positions

Temporary Assignment – multiple contract terms

April 23, 2018 to August 17, 2018 – 2 Positions

May 7, 2018 to July 22, 2018 – 5 Positions

May 7, 2018 to August 5, 2018 – 3 Position

May 7, 2018 to August 26, 2018 – 1 Position

May 7, 2018 to September 16, 2018 – 1 Position

May 14, 2018 to July 15, 2018 – 1 Position

June 11, 2018 to September 16, 2018 – 1 Position

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

As a Finance Officer you will provide financial and administrative assistance to the Manager, Finance and Planning. The successful candidate will monitor financial activity and prepare analyses and reports, assist Elections Ontario staff with financial and policy related questions and assist with the training of Returning Officers and their staff in policies and procedures regarding election fees and expenses.

What you can expect in this role

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

- Review payroll transactions in accordance with policies, procedures and follow up on discrepancies.
- Process payroll transactions including verifying deductions.
- Monitor financial activities by preparing, reconciling and analyzing reports.
- Reconcile budgetary and statutory expenditures.

- Process accounts payable for timely payment.
- Maintain computerized journals and subsidiary ledgers.
- Assist with preparation of financial statements and related supporting schedules.
- Assist in the training of Returning Officers and their staff in financial policies and procedures in preparation for electoral events.
- Undertake other financial and administrative tasks and analysis as required.

Qualifications

- Minimum of 5 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 and financial statements for inclusion in Public Accounts.
- Knowledge of Great Plains would be an asset.
- Excellent interpersonal, communication, customer service and organizational skills.
- Intermediate knowledge and experience using Microsoft Office.
- Demonstrated ability to set priorities under tight deadlines, perform in a busy ever changing and multi-tasking work environment.
- Must be available to work various shifts including evenings and weekends.
- Must be legally entitled to work in Canada.

Compensation

Salary: \$59,152 per annum

How to apply

Please submit your resume and cover letter as one attachment quoting **File # EO-2018-25** and indicate the contract term of interest to 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. 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