

Financial and Payroll Advisor

Position Status:	Permanent
Posting Status:	Open
Location:	(On-site) 26 Prince Andrew Place, North York, ON, M3C 2H4
Salary Band:	\$73,531 - \$88,167
Hours of Work:	36.25 per week
Posting Date:	May 5, 2026
Closing Date:	May 18, 2026

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.

At the heart of our work is a commitment to democracy – making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Finance and Procurement division of Elections Ontario (EO) is seeking a highly motivated individual for the position of Financial and Payroll Advisor.

In this position, you will provide financial, analytical, payroll and administrative support and advice to support strategic and operational financial initiatives across Elections Ontario (EO).

What you can expect in this role

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

- Process and monitor EO's election official's payroll, maintain payroll records, issue ROEs, T4s, and file remittances.
- Prepare analyses and reports; assist EO staff with financial, payroll and policy related questions and provide advice, guidance, assistance and training to Returning Officers and their staff in policies and procedures regarding election fees and expenses.

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- Process financial transactions, including payments, prepare requisitions for payment/reimbursement and produce reports and reconciliations on statutory and budgetary expenditures for the Ministry of Finance.
- Interpret and apply Public Sector Accounting Standards and relevant aspects of the election and payroll legislation and regulations to support strategic and operational initiatives across Elections Ontario.
- Stay up to date to identify sales tax filing requirements and prepare timely and accurate GST/HST and PST returns and payments for filing with the government.
- Maintain computerized journals, subsidiary ledgers (including but not limited to AP, AR, bank, fixed assets, revenue, prepaids), ensuring documents are properly coded for cost analysis and audit.
- Prepare financial statements and related reports for inclusion in Public Accounts.
- Prepare all related supporting schedules to assist the Provincial Auditor, provide advice and assist with the preparation of financial statements. Act as a liaison and provide responses to the Provincial Auditor's staff in the annual audit for the *Election Act* and *Election Finances Act*.
- Reconcile bank statements with computerized journals and subsidiary ledgers. Process all accounts related to election expenditures for timely payment by cheque or electronic funds transfer.
- Monitor expenditures, analyze financial activity and compile reports for the Manager; prepare expenditure forecasts, identify expenditure variances and anomalies and provide advice on future action to rectify and resolve them.
- Provide financial, payroll and planning subject matter expertise to support the development and implementation of information technology programs and projects.
- Identify finance and payroll business needs/requirements and conduct testing activities required to update the Election Management System (EMS) and the financial and payroll systems.
- Conduct training activities for internal stakeholders on financial and payroll processes and software.
- Monitor policy and legislative initiatives affecting the collection, maintenance and management of personal information.
- Modify policies, procedures, and practices to ensure they meet any new/amended legislative and regulatory requirements related to personal information and payroll compliance.
- Liaise with the bank to address and resolve transaction issues, errors or discrepancies, including electronic fund transfers, critical value and positive pay reports.

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- Supervise up to 20 temporary accounting and clerical staff at times of peak workload or during election periods; provide functional guidance to the junior staff on a day-to-day basis.

What you need to qualify

- Minimum of 5 years of progressive experience in a similar role, including at least 2 years of experience with full cycle Canadian payroll (processing periodic payroll, filing ROEs, T4s, payroll remittances).
- CPA and/or payroll certification or working towards completion.
- Hands-on experience with using Dayforce and Microsoft Dynamics D365.
- Demonstrated knowledge of and experience in applying financial management and payroll principles, practices and techniques to administer and monitor financial and payroll activity, prepare forecasts, analyses and reports.
- Proven in-depth knowledge of the payroll rules, practices and legislation, and their application to accurately process/administer a payroll, ensuring payroll calculations are completed correctly and that records are compliant with Service Canada regulations and Employment Standards.
- Demonstrated experience with external audits, and knowledge of Generally Accepted Accounting Principles, Public Sector Accounting Standards (PSAS) and practices to prepare for the financial audits.
- Demonstrated proficiency in utilizing computer applications related to financial and payroll systems management to ensure appropriate data maintenance and to create required analyses and reports. Experience working with large data and maintaining confidentiality of information.
- Demonstrated analytical, critical thinking and problem-solving skills to develop expenditure forecasts and analyze financial activity to explain variances and anomalies.
- Leadership skills to lead and supervise temporary staff.
- Well-developed relationship management, consultation and communication skills to effectively liaise with internal and external stakeholders.
- Familiarity with government accounting and budgeting processes to prepare fund requisitions and reports and statements for inclusion in Estimates and Public Accounts is an asset.
- Must be legally entitled to work in Canada.

This role requires in-office presence five (5) days per week. There is no hybrid option.



The successful candidate will be required to complete background and social media checks as part of the recruitment process.

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 PDF attachment, using format: **EO-2026-63, First Name Last Name** in the subject line, to jobs@elections.on.ca, no later than **4PM on May 18, 2026**.

Please note: Applications without a cover letter will not be accepted.

We thank all applicants for their submission, but 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 accommodation for 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.

At Elections Ontario, all resumes are screened by the Talent Acquisition team and Hiring Managers, without the use of AI. Criminal record checks also do not use AI. However, AI technology is used when conducting social media checks.

Elections Ontario posts salaries in accordance with ESA pay/transparency legislation. Individual salaries within the anticipated salary range are determined through various factors, including but not limited to internal equity, education, relevant experience, knowledge and applicable skill sets.