

## Supervisor, Accounts Payable

<b>Position Status:</b>	Temporary Assignment to March 31, 2027
<b>Posting Status:</b>	Open
<b>Location:</b>	(On-site) 26 Prince Andrew Place, North York, ON M3C 2H4
<b>Salary Range:</b>	\$84,478 - \$124,487
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	May 22, 2026
<b>Closing Date:</b>	June 1, 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 across the province.

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.

### Why join our team

The Finance and Procurement division is seeking a highly experienced and detail-oriented Accounts Payable (AP) Supervisor to provide financial and operational leadership. This role supports senior leadership decision-making and leads a team of accounts payable professionals to ensure alignment with the organization's strategic goals.

The position is responsible for overseeing the full accounts payable cycle, ensuring accuracy, timeliness, and strong internal controls while fostering a high-performing and collaborative team culture. Success in this role requires strong leadership, expertise in expenditure management, and the ability to deliver accurate, compliant, and timely service in a fast-paced setting.

### What to expect in this role:

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

- Provide guidance on accounts payable activities to ensure compliance with financial rules, procurement requirements, internal controls and relevant legislation.

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- Lead, coach, and develop a team of accounts payable professionals responsible for ensuring invoices, reimbursements, and vendor payments are processed accurately and on time; monitor workload and schedules.
- Develop, implement, update and enforce accounts payable policies, procedures and internal controls to safeguard company assets and to ensure consistency, efficiency, and regulatory compliance.
- Oversee and streamline the high-volume end-to-end accounts payable operations, processing an average of 300 invoices per month, increasing to over 500 during peak periods associated with electoral events, while maintaining accuracy and timeliness.
- Review and approve AP transactions in accordance with policies and procedures; investigate and resolve discrepancies in a timely manner.
- Oversee corporate credit card program, including reconciliation, review of employee submissions, and enforcement of company policies.
- Support cash flow management by forecasting payment obligations and optimizing payment timing.
- Provide guidance, support, and advice to team members regarding complex AP issues, including vendor disputes, sales tax treatment, payment exceptions, and compliance with procurement and financial policies.
- Monitor AP and financial activities by preparing, reconciling, and analyzing reports, including aging reports, accruals, and expenditure summaries, ensuring timely resolution of outstanding items and adherence to payment terms.
- Support month-end and year-end processes, audits, and financial reporting by providing documentation, reconciliations, and analysis related to accounts payable.
- Coordinate cross-functional work with Procurement, Field Operations Management, Budgeting, and other internal stakeholders to streamline processes and improve efficiencies.
- Maintain confidentiality and accuracy when handling sensitive payment and personal information.

## **What you need to qualify:**

- 5+ years of accounts payable experience, at least 2 years in a supervisory or leadership role.
- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- CPA designation or in the final stages of completion is considered an asset.



- Demonstrated knowledge of AP processes, financial systems/software, sales tax regulations (including HST, PST and GST), and procurement/payment practices.
- Experience interpreting and applying financial directives, internal controls, and accounting standards to resolve complex AP issues.
- Leadership skills to provide operational and functional guidance to internal and external stakeholders.
- Excellent attention to detail and problem-solving abilities with the ability to manage multiple priorities in a fast-paced environment.
- Ability to protect and maintain confidential and sensitive information.
- 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.
- Advanced proficiency in Excel, including data querying, data imports/exports and advanced data analysis techniques to work with large sets of data for completing complex reconciliations and variance analysis for financial audit.
- Experience with Dynamics 365 Finance and Operations is highly preferred.
- Must be legally entitled to work in Canada.

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

**The successful candidate will be required to complete criminal background and social media checks as part of the hiring 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-2026-80, First Name Last Name** in the subject line, to [jobs@elections.on.ca](mailto:jobs@elections.on.ca) no later than **4PM on June 1, 2026**.

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](mailto:hr@elections.on.ca).

At Elections Ontario all resumes are screened by the Talent Acquisition team and Hiring Managers, without the use of AI. For criminal record checks, AI is also not used for screening purposes. When conducting social media checks, AI technology is utilized to complete these activities.

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.