

Finance Officer

Apply now.

Hourly Rate: \$25 per hour

Hours of Work: Variable hours during the election period and the Register to Vote program

Are you ready to take on an exciting role that keeps you on your toes? We're looking for a Finance Officer (FO) to join our dynamic team! As an FO, you'll be the financial expert behind the scenes, ensuring payroll is processed and everything runs smoothly during the election period.

What you'll be doing:

- Keeping a close eye on the electoral district budget.
- Processing bi-weekly payroll for 10-20 office staff and 400-600 poll officials.
- Entering timesheets and expenses for all staff in the electoral district.
- Processing 50-80 voting location payments.
- Processing expense claim forms, receipts, and invoices.
- Maintaining all financial records and files.
- Managing other financial tasks as assigned by the RO.
- Performing other duties as assigned by the Returning Officer or designate.

What We're Looking For:

- Advanced accounting, organizational, attention to detail, and budgeting skills.
- Experience in maintaining and recording expenditures.
- Ability to handle employee files with the utmost confidentiality and respect for privacy.
- Excellent interpersonal, communication (both oral and written), and problem-solving skills.
- Experience with computer applications like web browsers, Microsoft Word®, and Microsoft Excel®.
- Knowledge of payroll legislation, accounting, and payroll processes.
- Willingness to work long hours, especially during election days.
- Ability to stay composed under pressure.
- Ability to work in a fast-paced environment during an electoral event.
- Local election office experience is a plus.
- Must be 18 years or older and eligible to work in Canada.

Working Conditions:

Pre-election Period:

- Attend a mandatory 3-day in-person regional training session between February 24 - March 28, 2025 (excluding March break).
- Participate in the Register to Vote program from April 14 - May 16, 2025, to process payroll (10-20 hours total).
- May work some hours to complete payroll activities for pre-writ assignments.

Election Period:

- 20-30 hours per week for 6 weeks.

Join us and be a part of something big! If you're detail-oriented, love working with numbers, and thrive in a fast-paced environment, we want to hear from you. Apply now and be a part of the electoral process!

