

## Financial Analyst (5)

<b>Position Status:</b>	Temporary Assignment to August 29, 2025
<b>Posting Status:</b>	Open
<b>Location:</b>	26 Andrew Place, Toronto, ON M3C 2H4
<b>Salary Range:</b>	\$63,718 to \$88,178 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	October 25, 2024
<b>Closing Date:</b>	November 8, 2024

### 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 in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

### Join our team

The Finance, Procurement & Logistics division of Elections Ontario (EO) is seeking 5 Financial Analysts to lead financial and budgeting activities including preparing and monitoring budgets, financial reports, variance analysis, managing financial inquiries and providing training to field staff.

### What to expect in this role

Reporting to the Manager, Budgeting and Reporting, you will:

- Support EOHQ managers in preparing budgets and expenditure analysis reports. Ensures the field and HQ budgets are accurately tracked and recorded.
- Assist with the preparation of the total event budget rollup for executive approval.
- Prepare and record budget data entries, computerized journals, subsidiary ledgers, and accounts receivable subsidiary ledger, ensuring documents are properly coded for cost analysis and audit.
- Process financial tickets and handle related inquiries to ensure timely resolution and accurate financial tracking.
- Assist in the preparation of financial statements and related supporting schedules to assist the Provincial Auditor and provides a liaison and preliminary responses to Provincial Auditor's staff in the annual audit.



- Assist in training and managing the temporary finance staff hired at times of peak workload.

### What you need to qualify

- Minimum of 5 years of progressive experience in an accounting role with excellent knowledge of finance, budgeting & government accounting experience is an asset.
- Good interpersonal, and customer service skills to work with internal and external stakeholders.
- Excellent communication and presentation skills to engage effectively with all levels of the organization.
- Experience with computer applications related to financial systems to ensure appropriate data maintenance and to create required analyses, reports and presentations. Great Plains is an asset.
- Demonstrated ability to set priorities under tight deadlines, perform in a busy ever-changing and multi-tasking work environment.
- Must be legally entitled to work in Canada.

**Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 4 to 5 days per week, based on operational requirements.**

### 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 attachment, quoting Financial Analyst File # **EO-2024-146** to the hyperlink [Financial Analyst](#) no later than **November 8, 2024**.

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).