



Office of the Auditor General of Ontario
Bureau du vérificateur général de l'Ontario

Finance Coordinator

The **Office of the Auditor General of Ontario (Office)** is recruiting a highly motivated Finance Coordinator, who will be responsible for assisting in multiple activities relating to the Office's accounts payable and financial functions. This includes timely and accurate processing of vendor invoices, staff expense claims, corporate credit card payments, account reconciliations and periodic financial forecasting. Integrity and strong attention to detail are crucial for this role. The position will report to the Senior Manager of Finance. The Office of the Auditor General of Ontario offers an excellent professional and collegial environment with a competitive compensation and benefit package.

What can I expect to do in this role?

- Process vendor invoices, staff expense claims, and corporate credit card payments in a timely and accurate manner after proper approvals have been obtained and enter all relevant information into QuickBooks.
- Provide superior customer service to vendors regarding accounts payable inquiries after thoroughly researching and troubleshooting all related issues.
- Adhere to all business and internal controls and keep audit trails for all accounts payable and vendor master data file transactions while maintaining strict confidentiality.
- Maintain detailed records and documentation of accounts payable transactions for audit purposes in accordance with statutory requirements and Office policies and procedures.
- Record bank transactions in QuickBooks and prepare bank reconciliations monthly.
- Generate and process monthly requests for funding against the Office's approved budget.
- Complete quarterly HST rebate returns.
- Assist in the preparation of the Office's annual budget and monthly forecast of expenditures.
- Prepare working papers and schedules using Excel with supporting documentation for the year-end audit of the Office's financial statement and assist in addressing any questions that the auditors may have.
- Assist with payroll reconciliations and journal entries including the funding of the Office's bi-weekly payroll.
- Maintain and remit bi-weekly pension contributions to the Ontario Pension Board.
- Work on special projects, as assigned by the Assistant Auditor General or Senior Manager of Finance.

How do I qualify?

- Minimum university degree in accounting or a related field.
- Minimum 3 to 5 years' work experience in accounts payable and an excellent knowledge of account reconciliations and the preparation of financial statement working papers.
- Knowledge of accounting standards, practices, and procedures, specifically related to financial accounting and accounts payable.
- Good working knowledge of the preparation of budgets and forecasts.
- Experience working with QuickBooks.
- Meticulous attention to detail.
- Excellent interpersonal skills, strong work ethic with high level of accountability/responsibility and a proactive approach.
- Must be able to maintain confidentiality of information and work in an ethical and professional manner.
- Strong focus on organizational coordination and customer service.
- Strong knowledge of business applications (i.e., Microsoft Office suite). Advanced proficiency in Excel and PowerPoint.

Job Type: Permanent position

Salary range: \$52,619 to \$67,817

Note: Prior to an offer of employment, the top applicant(s) will be required to undergo a screening by the Canadian Police Information Centre (CPIC).

If you want to work in an environment that is positive, challenging, and safe, where your contributions are valued, please submit a cover letter and resume (as one document) to resumes@auditor.on.ca, and specify the competition number as **#2409** in the subject line. Please note that only those candidates selected for an interview will be contacted.

Address: 20 Dundas Street West, Suite 1530, Toronto, Ontario.

The Office of the Auditor General of Ontario is an inclusive employer and is committed to creating an accessible environment for our employees and candidates. Accommodation is available upon request.