



The City of Orillia is hiring a **Senior Accountant**

The City of Orillia is less than 90 minutes from the Greater Toronto Area. Even though growth and progress have been strong in recent years, the Sunshine City has worked hard to retain the small-town charm that has captivated generations. The quality of life is unbeatable in this city surrounded by two lakes, where outdoor pursuits are available in all seasons and are enjoyed by both visitors and residents.

The City of Orillia is currently seeking a highly motivated individual to fill the position of **Senior Accountant**.

The City does not use artificial intelligence in the hiring process. All job applications are reviewed personally by the appropriate Department/Division. This recruitment is for a new position that is currently vacant.

Reporting to the City Treasurer and Deputy Treasurer, the Senior Accountant is a professional accounting position responsible for the City's corporate financial reporting, financial statement and audit coordination, Financial Information Return (FIR), general ledger integrity, accounting standards implementation and financial systems modernization. The position works closely with the Deputy Treasurer on complex accounting and statutory reporting matters and provides senior technical leadership to the Financial Services Division.

Candidates must have a University Degree in Business Administration, Accounting or Finance with a minimum of five (5) years of progressively responsible experience in preparing financial statements and supporting external financial audits, including lead sheets, working papers, complex reconciliations and year-end adjustments, including demonstrated leadership and/or supervisory experience. Experience in a municipal or broader public sector environment is considered an asset but is not required. A Chartered Professional Accountant (CPA) Designation and member in good standing is an asset.

The City of Orillia offers a competitive salary, a comprehensive benefits package, and registration with the OMERS pension plan. The salary for this position is \$93,605 to \$101,244 based on a 35-hour work week.

Interested candidates with the required qualifications are welcome to submit their resume and letter of interest by **September 3, 2026, at noon**.

Applications will only be accepted by applying online. Please click the "Apply Now" button below.

We thank all applicants; however, only those selected for an interview will be contacted.

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.

Senior Accountant



Position Synopsis and Purpose

The Senior Accountant provides direct supervision to the Supervisor of Financial Accounting and Audit. Through the Supervisor, the position provides management oversight of transactional and recurring accounting functions, while maintaining direct responsibility for higher-level corporate accounting, financial reporting, audit, financial statements, FIR, complex general ledger matters, accounting standard implementation, ERP financial design and reporting automation.

This position strengthens the City's financial stewardship, reporting capacity and internal controls by providing senior professional accounting expertise and leadership across year-end close, financial statement preparation, audit coordination, FIR reporting, and other corporate accounting requirements. The position also builds organizational capacity and continuity within the Financial Services Division by strengthening technical oversight, supporting staff development, improving financial processes, and advancing the modernization and automation of the City's financial systems and reporting.



Major Responsibilities

Description	Approx. Time Spent (%)
Corporate Accounting, Financial Reporting and Period-End - Lead and coordinate preparation of the City's annual financial statements, including lead sheets, working papers, continuity schedules, supporting schedules and draft financial statement information. - Provide senior oversight of month-end, quarter-end, and year-end close processes, including review of significant journal entries, accruals, allocations, and account balances. - Review complex or material bank, investment, reserve, subledger, balance sheet and general ledger reconciliations and ensure significant or unresolved items are appropriately addressed. - Provide technical oversight of maintaining the general ledger and chart of accounts and determine appropriate accounting treatment for complex or unusual transactions.	30%

▪ Maintain and enhance lead sheets, mappings, working papers, and financial statement processes. ▪ Review accounting work and schedules prepared by the Supervisor and other Finance staff, as appropriate.	
FIR, Financial Statements, Audit and Accounting Standards ▪ Support and Collaborate with the Deputy Treasurer in leading the preparation, reconciliation, and review of the annual FIR, ensuring accuracy, completeness and consistency with the general ledger and audited financial statements. ▪ Support the Deputy Treasurer in the implementation of the province's new FIR template, including the development of mapping methodologies, process enhancements, documentation standards, and reporting improvements to ensure compliance and reporting integrity. ▪ Lead the annual external financial audit from the Finance perspective, establish timelines and deliverables, coordinate complex audit requirements, review significant working papers and responses, research accounting issues, and work with the Deputy Treasurer and external auditors to resolve audit matters and proposed adjustments. ▪ Provide technical expertise on significant audit adjustments, accounting estimates, and financial reporting matters. ▪ Research, interpret and implement new or amended Public Sector Accounting Standards, including PS 1202. ▪ Prepare accounting analyses, implementation plans, procedures, and supporting documentation for new financial reporting requirements.	25%
Financial Systems, ERP and Process Automation ▪ Serve as a senior Finance subject matter resource for implementation of the City's new ERP system, with responsibility for corporate accounting and financial reporting requirements. ▪ Collaborate with the Deputy Treasurer, Information Technology, consultants, and Finance staff on future state processes, chart of accounts, general ledger design, financial reporting, internal controls, data conversion, testing, and reconciliation. ▪ Lead or coordinate automation and modernization of financial statement, FIR, reconciliation, period end and variance reporting processes. ▪ Develop and improve standardized reports, templates, working papers, and control checks using CaseWare, Excel, Power BI, ERP reporting tools, and other approved technologies. ▪ Identify opportunities to improve accounting workflows, controls, reporting efficiency, and data integrity.	20%

Leadership, Supervision and Internal Controls - Supervise, coach, and support the Supervisor of Financial Accounting and Audit, including priority setting, technical guidance, coaching, performance management, and professional development. - Through the Supervisor, provide management oversight of day-to-day accounting operations, including AP/AR, routine reconciliations, journal entries, period end processes and associated internal controls. - Establish expectations, timelines and review standards for accounting and financial reporting deliverables. - Provide senior technical accounting guidance to Finance staff and City divisions. - Review internal controls and accounting procedures and recommend improvements to strengthen financial governance, accuracy, efficiency, and audit readiness. - Promote cross training, documentation, knowledge transfer, and succession capacity within the accounting function.	15%
Financial Analysis, Corporate Support and Special Projects - Provide financial analysis and technical accounting advice to the Treasurer, Deputy Treasurer, and other City staff. - Support corporate and divisional variance reporting through review of significant accounting matters and development of improved reporting processes. - Participate in financial policies, special projects and corporate initiatives requiring senior accounting expertise. - Consult with external auditors, government agencies, consultants, financial institutions and financial system vendors as required. - Perform other duties as assigned.	10%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

Decision Making and Independence

1. Examples of decisions and judgment exercised:

- Determine appropriate accounting treatment for complex or non-routine transactions in accordance with Public Sector Accounting Standards and City policies.
- Review significant reconciliations, journal entries, estimates and financial reporting matters and determine required adjustments or follow-up.
- Interpret new accounting and reporting requirements and recommend appropriate implementation approaches.
- Establish priorities and provide technical direction for financial statements, FIR, audit, period end, and other accounting activities.

- Identify accounting, internal control or financial system issues and determine appropriate corrective action or escalation.

2. Examples of issues referred to Deputy Treasurer/City Treasurer:

- Significant reconciliation discrepancies or unresolved variances.
- Material or precedent setting accounting treatments, financial statement adjustments, estimates, or errors.
- Significant FIR, audit or financial reporting issues, including material audit adjustments or findings.
- New accounting standards or regulatory requirements with significant financial, policy or operational implications.
- Significant internal control deficiencies or financial risks or matters requiring changes to corporate financial policies.
- Major ERP, financial system, staffing, or operational matters requiring senior management direction.



Minimum Qualifications

Education (degree/diploma/certifications)

- Post-Secondary Diploma in Business Administration, Accounting or Finance.
- A Chartered Professional Accountant (CPA) designation is an asset but not required.

Experience

- Minimum of five (5) years of progressively responsible experience in accounting and financial reporting, including demonstrated leadership and/or supervisory experience
- Experience in a municipal or broader public sector environment is considered an asset but is not required.

Knowledge/Skills/Ability

- Possess thorough knowledge of Public Sector Accounting Standards (PSAS), generally accepted accounting principles, financial reporting, audit practices, and internal controls.
- Strong organizational and time management skills with the ability to manage multiple priorities, statutory deadlines, and major system initiatives.
- Strong analytical, problem-solving, and professional judgment skills with the ability to identify issues, determine appropriate accounting treatment and develop practical recommendations.
- Ability to research, interpret, implement new accounting standards, and complex reporting requirements.
- Advanced financial systems and Microsoft Excel skills. Experience with Microsoft Dynamics Great Plains and CaseWare is preferred; experience with Power BI and modern ERP/reporting applications is an asset.

- Working knowledge of the Municipal Act and other legislation, regulations and reporting requirements affecting Ontario municipal financial administration.
- Experience with ERP implementation, financial system conversion, process redesign, data validation, or finance transformation initiatives is preferred.
- Excellent interpersonal, verbal and written communication skills, together with strong organizational, time management and multitasking.

Physical Demands

- Work is conducted in a standard office environment with periods of sitting, standing or walking.
- The role requires high attention to detail, continual visual concentration and multitasking across multiple priorities and hard deadlines.
- Ability to work additional hours during year-end, audit, FIR submission, ERP implementation and other peak periods, as required.

Position Requirements

- Possess a valid class 'G' Ontario's driver's license and access to a reliable vehicle.
- A current and acceptable Criminal Record Check is required prior to the employment commencement date.
- Attendance at meetings, seminars and conferences as required. Attendance at meetings after hours may be required.
- Must have a high-speed internet connection and a proper workstation at home location.



Position Classification

Position Title: Senior Accountant	Division: Financial Services
Department: Corporate Services	Classification: Exempt (non-union)
Work Location: Orillia City Centre	Reports to (Direct): Deputy Treasurer/City Treasurer
Position(s) Supervised Directly: One	Position(s) Supervised Indirectly: Two
Effective Date: August 13, 2026	Revision Date: N/A
Salary Range: Category 6 - Exempt Salary Schedule	Hours per Week: 35



Organizational Chart

Below is the reporting relationship of this position to others within the immediate department.

Immediate Supervisor:
Deputy Treasurer



Position:
Senior Accountant



Direct Report:
Supervisor of Financial Accounting
and Audit



Indirect Report:
Accountant Level 1
Accounting Clerk

Created: August 14, 2026