



Job Posting #16609

PROCESS CONTROLS AND GOVERNANCE SPECIALIST

Full-Time

Salary: \$81,158 - \$91,964 annually

Please note that this is not a York Region position.

This is a non-union position with York Region Rapid Transit Corporation at 3601 Highway 7 in Markham, ON.

Please apply on-line at www.york.ca by November 12, 2014, quoting competition #16609. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

York Region Rapid Transit Corporation
c/o The Regional Municipality of York
HR Services Branch
17250 Yonge Street
Newmarket, ON
L3Y 6Z1
email: careers@york.ca

POSITION PURPOSE:

Reporting to the Manager, Financial Governance and Compliance – YRRTC, is responsible for assisting management staff in researching, developing and implementing financial policies, processes and procedures to ensure consistency and accountability within the York Region Rapid Transit Corporation; overseeing and maintaining the records management program to meet legislative and Regional policies and standards.

QUALIFICATIONS

- Successful completion of a University degree in Accounting, Finance, or related field or approved equivalent combination of education and experience.
- Completion of a Professional Accounting Designation Program (e.g. CA, CMA, CPA, CGA) and registration in good standing with the appropriate Ontario Accounting Association.
- Minimum three (3) years experience in a computerized environment with responsibilities for financial analysis and report generation.
- Knowledge of general accounting practices, principles and procedures, general office procedures and records management in a computerized accounting environment.
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self-management, accountability and flexibility/adaptability.
- Excellent interpersonal, organizational, oral and written communication skills.
- Strong report writing, research, analytical and project management skills.
- Computer literacy utilizing MS Office software applications, including proficiency in VISIO, word processing, spreadsheet, access, and presentation applications.
- Excellent attention to details.
- Demonstrated analytical skills and ability to use initiative and good judgment.
- Good interpersonal and communication skills to work with various stakeholders.
- Demonstrated ability to work independently and collaboratively in a team environment.
- Ability to travel to offsite locations in a timely and efficient manner, as required.
- Ability to work outside of regular hours as required.

YRRTC is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At YRRTC, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.



**learn more
and apply**

