

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Senior Accounting & Financial Analyst

Department:	Finance
Classification:	1 Full-time, Permanent
Affiliation:	Non-Union
Vacancy Reason:	Existing
Shift/Hours:	Monday to Friday, 8:30 am – 4:30 pm, 35 hours per week
Salary Range:	\$62.71/hr. to \$ 69.52/hr. (Non-Union Pay Grade 7)
Work Location:	City Hall, One the Esplanade South, Pickering, ON (On-site)
Date Posted:	Monday, June 8, 2026
Deadline to Apply:	Monday, June 22, 2026 by 12:00 noon

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Senior Accounting & Financial Analyst.

The incumbent is responsible for review and verification of financial transactions and financial data integrity. Responsibilities include supporting the City's SAP Enterprise Resource Planning (ERP) system, including financial modules, and provides POS system (CORE) support. The role provides functional expertise in SAP Financial Accounting (FI) modules, including General Ledger, Accounts Receivable, and Accounts Payable, and applies functional knowledge of Controlling (CO) functionality to support internal management accounting, including cost centres, profit centres, and funds management.

Additional responsibilities include reviewing correspondence to financial institutions related to letters of credit and surety bond reductions, draws and releases, and financial system user support. The position supports the year-end process, assisting with the year-end close, preparation of Financial Statements and the Financial Information Return (FIR), and participates in financial systems testing and upgrades.

Primary Responsibilities

- Supports the accounting services team; providing technical financial accounting knowledge related to the financial modules within the ERP system; including the General Ledger, A/P, A/R, Project Systems, and Supply Chain Management (SCM).
- Supports the internal SAP team; reviews system developments through testing, manages financial master data, troubleshoots user issues, and provides user requests for change in the ERP system.
- Provides leadership and on-going support for the Point-of-Sale (POS) system, responsible for system configuration, troubleshooting and administration.
- Oversees PCard processing, including user department follow-up, account reconciliation and year-end PCard accruals.
- Performs compliance audits on financial transactions and data to ensure compliance with the City's policies and procedures. Provide reports to the Director, Finance & Treasurer as required.
- Reviews correspondence to financial institutions regarding reductions, draws and releases of letters of credit and surety bonds to ensure they are authorized, adequately supported, and the amounts to be reduced or drawn are correct.
- Responsible for financial analyses, account reconciliation, journal entry preparation and reporting to support budgets, the year-end audit and presentation of the financial statements and the Financial Information Return.
- Assists in identifying opportunities for improvements to existing procedures and systems.

- Assists in the preparation of the annual financial statements for the Pickering Public Library and Destination Pickering for the external auditors.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- University Degree in Accounting, Business Administration, Economics or related discipline and completion of a professional designation (CPA, CA, CGA or CMA).
- Five years' financial analysis experience in a mid to large sized organization with experience in computerized financial reporting, leadership and variance analyses, preferably in a municipal environment.
- Demonstrated hands-on experience using an Enterprise Resource Planning (ERP) system, preferably SAP.
- Experience supporting external audits and preparing financial statements for year-end reporting.
- Experience with a Point-of-Sale (POS) system would be an asset.

Knowledge, Skills and Abilities

- Demonstrable knowledge of generally accepted accounting principles and practices and general municipal accounting.
- Demonstrated proficiency in using, supporting and troubleshooting an ERP system (SAP).
- Strong problem solving, analytical, organization, presentation and customer service skills.
- Strong communication skills both verbally and in writing (in the English language), as well as effective planning and time management skills.
- Ability to work independently on assigned duties with minimum supervision and work effectively as a member of a team when required.
- Ability to establish and maintain effective business relationships with all levels of employees and elected officials.
- Strong initiative and ability to work with multiple priorities in an active environment.
- Demonstrated proficiency in the use of personal computers and Windows based computer applications with an emphasis on computerized financial systems and software applications, including Excel spreadsheet software.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview 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* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

