



Internal JOB POSTING



REFERENCE:	2045
POSITION TITLE:	Accounting Specialist
DEPARTMENT:	Accounting Unit, Financial Support
SALARY:	\$89,579- \$95,602 (Band 4)
STATUS:	One (1) temporary position, for up to eighteen (18) months
LOCATION:	York Regional Police Headquarters
OPENING DATE:	October 27, 2026
CLOSING DATE:	November 9, 2026

Position Purpose

The purpose of the position is to ensure the accurate and proper processing of invoices in accordance with appropriate guidelines, by-laws and best-practices.

Major Duties & Responsibilities

Accounts Payable: Process and verify accounts payable invoices, ensuring accuracy, appropriate general ledger coding, supporting documentation and approvals.

Accounts Receivable: Coordinate accounts receivable activities, including customer billing, payment processing, account reconciliation and collection follow-ups.

Cash and Deposits: Process and reconcile cash receipts, cheque payments and bank deposits in accordance with established financial procedures.

Expense Compliance: Review procurement card transactions and employee expense reimbursements to ensure compliance with financial policies, procedures and approval requirements.

Employee Guidance: Provide guidance and support to employees on procurement card transactions, expense claims, account coding and related financial processes.

Reconciliations: Perform financial reconciliations across various systems to ensure the accuracy and completeness of accounting records.

Financial Reporting: Prepare journal entries, financial reports and supporting documentation for accounting and reporting purposes.

Accounting Cycles: Support month-end and year-end accounting activities, including accruals, reconciliations and other financial adjustments.

Discrepancy Resolution: Monitor outstanding transactions, identify discrepancies and work with internal departments and external parties to resolve issues.

Records Management: Maintain accurate financial records and supporting documentation in accordance with established policies and records retention requirements.

Reporting Maintenance: Assist with the maintenance of financial information and preparation of reports for internal and external reporting requirements.

Service Delivery: Contribute to process improvements and support the effective delivery of accounting services.

Education, Licensing & Certifications

Three (3) year diploma in Accounting, Business Administration, or a related field.
Equivalent experience would be considered in the absence of required education.

Experience

Two (2) years of prior experience in a similar financial processing or accounting support role required.
Experience using financial systems or accounting software is an asset.
Familiarity with accounting principles, purchasing by-laws and financial policies is an asset.

Skills

Accounting Knowledge: Basic knowledge of accounting principles and practices, including a general understanding of Generally Accepted Accounting Principles (GAAP).

Technical Skills: Proficiency in Microsoft Office applications, particularly Excel, and the ability to learn and adapt to new financial systems.

Customer Service: Strong customer service skills with the ability to work effectively in a fast-paced environment.

Time Management: Good organizational and time management skills, with the ability to manage multiple priorities and meet deadlines.

Problem Solving: Strong problem-solving skills, including the ability to identify discrepancies and resolve routine accounting issues.

Communication: Effective communication and interpersonal skills to work collaboratively with colleagues, internal departments, and external stakeholders

How To Apply

Members must submit their application directly to the posting on the Careers section through the SuccessFactors Dashboard by the closing date in order to be considered for this opportunity as an internal applicant. Please include a personal email address on your resume to ensure you receive all notifications regarding the recruitment process. Questions regarding this position should be directed to Kristine Ockwell #5791, Supervisor – Civilian Recruiting Unit.

Please note this is an internal job posting, no external applications will be considered at this time. In accordance with Article 35 of the Civilian Working Agreement, all resumes must be received by the closing date. Resumes received after this date will be considered external candidates.

York Regional Police is committed to fairness and equity in our recruitment and selection process, and in building and retaining a talented and diverse workforce representative of the community we serve. All York Regional Police employment policies and procedures are intended to be non-discriminatory and barrier-free, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.

Accommodations for applicants with disabilities are available upon request during recruitment processes and throughout employment. Should you require an accommodation during the recruitment and selection process, including accessible formats and communication supports, please contact talent@yrp.ca.

VISION-INSPIRED

MISSION-FOCUSED

VALUES-DRIVEN