



THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

Position ID: 3372-002

CALL NO. 25-4382

Job Designation: Fixed Asset Analyst

Department: Asset Management

Job Details: Temporary Full-Time (CUPE 1329T)

Salary Range: \$91,431 - \$111,496

Posting Status: Open to all current Town of Oakville employees and external applicants

Duration: Approximate 18-month contract

Temporary Vacancy Reason: Secondment Backfill

Internal secondment applications are welcome. Please note, however, that members of management will not be considered for secondments into bargaining unit positions.

Closing Date: Applications for this position must be received at oakville.ca by no later than 11:59pm on **January 2, 2026**.

Job Responsibilities:

Asset Management Planning & Prioritization Management

- To maintain the Town of Oakville's asset registry in compliance with PSAB and O reg 588/17 regulation in order to support all aspects of full asset management planning
- Provide analysis on whole life cycle, service life, condition assessment and replacement value associated with management strategies
- Account for tangible capital assets as per set policies and procedures to ensure work-in-progress vs. yearly operating expense (with accruals) is reflected as per GAAP principals and amortization is started.
- Account for non tangible capital assets as per set policies and procedures to ensure asset registry is current
- Preparing asset report, showing inventories, values, life cycle and condition percentages
- Ensure compliance to policies and all capital asset reporting requirements, by monitoring and analyzing asset variances, revising capital asset entries, and auditing transactions to ensure all monthly, quarterly and annual reporting requirements are accurate and in compliance.
- Prepare all year end Town, provincial reporting and Stats Canada requirements as it relates to capital assets
- Liaise with external and internal auditors regarding capital asset policies and reporting.

Corporate Asset Management System Administration

- To maintain the Town of Oakville's Asset procedures
- Research, develop and communicate best-in-class asset management principles and practices (risk, level-of-service, asset management plans and data management)
- Assist in the development, documentation and review of corporate capital assets policies and procedures
- Assist in the development of the Asset Management Plans

Business Information / Intelligence Management

- Reconcile several data sources (systems) that store asset information to ensure consistency and transparency throughout organization, minimizing duplication. For example: JD Edwards, GIS.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

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- Review of work orders to ensure timely closure and trending.

Asset Management Relationship Management

- Provide guidance, instructions, direction and leadership to a network of people, ranging from a variety of departments

Knowledge & Capability Building

- Provide Capital Asset Management (CAM) Support in processes and JD Edwards.
- Manage CAM support calls, prioritizing urgency between the needs of customers, escalating advanced technical issues to IS&S.

Qualifications/Skills:

- University degree in business or other relevant field, and professional accounting designation (CMA, CA, CGA) and/or equivalent work experience within Asset Management.
- Minimum of 5 years Capital Asset Management experience within a private or public environment with direct experience in Fixed Asset Accounting.
- Extensive experience with fixed asset accounting policies, Capital Asset Management Systems and CICA & PSAB requirements.
- Experience in JD Edwards (Enterprise One), ReportsNow an asset.
- Advanced skills in the use of Microsoft Office Suite (Excel, Word, PowerPoint).
- Excellent verbal and written communication skills, as well as have the ability to work effectively in a team environment.

DATED: [December 5, 2025](#)

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for the interview is 75%.

We thank all applicants and advise that only those selected for an interview will be contacted.

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6J 5A6.