



FINANCE MANAGER

The Town of Vegreville has an opening for an energetic self-motivated Finance Manager. The Town of Vegreville is a progressive community with a population of approximately 5,700, located in East Central Alberta approximately one hour east of the City of Edmonton. Under the direction of the Corporate Services Director, the Finance Manager is a respected member of an effective working team, dedicated to maintaining a good working relationship with management and staff in all departments.

Qualifications:

- Knowledge of PSAB Accounting Standards and the Municipal Government Act
- Three to five years of related municipal government experience in a progressively senior financial role
- CPA designation is preferred
- Knowledge of Microsoft Dynamics, Diamond Software, Questica Budgeting software and Microsoft suite of products would be an asset
- Exceptional interpersonal skills; capable of dealing effectively with Town Council, staff and the general public
- CPA Public Sector Financial Reporting and Accounting course or equivalent an asset.
- A combination of education and experience may be considered

Responsibilities:

Financial Management

- Preparation of monthly, quarterly and annual financial reports for the Town of Vegreville and related bodies and related financial presentations to Council.
- Preparation and maintenance of monthly financial reporting packages.
- Ensure all internal and external financial reporting requirements and deadlines are met.
- Preparation of annual working paper file and draft consolidated financial statements, including relevant note disclosures for external auditors.
- Any required grant applications and subsequent grant reporting.
- Assist with development and preparation of the annual operating and capital budgets; calculation of mill rates; and related financial presentations to Council.
- Assist in the development, maintenance and implementation of all financial policies and internal controls of and for the Town of Vegreville.
- Other duties as assigned from time to time by the Corporate Services Director.

Supervisory Management

- Manage the daily operations of the Finance office, stressing the importance of teamwork, and ensuring the overall efficiency of the services provided by the team as a whole.
- Supervision and training of administrative staff in all areas of the Finance office including taxation and assessment; accounts payable; accounts receivable; utilities; and payroll.
- Receive and investigate complaints or concerns relative to the delivery of the Finance office services and ensure appropriate information is provided or appropriate action taken.
- Respond to customer concerns and complaints using tact and understanding.

A comprehensive employee benefit package is available.

Mail, fax or e-mail your resume by 12:00 Noon, Friday, February 23, 2018.

Mr. Paul Casey

Corporate Services Director

Town of Vegreville

P.O. Box 640

Vegreville, Alberta T9C 1R7

Fax: 780-632-3088

E-mail: pcasey@vegreville.com

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