



It seems that most people who visit our town comment on how beautiful it is, our amazing location (being just 15 minutes south of Calgary) and how friendly the people are. We're proud of our community, steadfast in our approach to sustainability, and have an empowered municipal workforce that reflects this pride. As one of Canada's fastest growing communities (population 26,000+) our challenges are unique and our dedication is equal to the task.

The Town's Financial Services business centre has several exciting initiatives underway to continue to meet the needs of internal and external clients. The Financial Services Officer works closely with the Financial Services Manager/Municipal Treasurer and the Financial Services Coordinator to perform a wide variety of responsibilities including financial reporting and some special projects. This position works closely with all business centre leaders. Some duties common to this role are:

- Develop and work with all Financial Systems to facilitate reporting functions for the Town of Okotoks
- Have a full knowledge of both internal and external financial processes
- Provide leadership to internal clients in continually improving existing programs and processes
- Maintain effective controls to ensure the integrity of records for all financial and accounting functions, including recommendations for system enhancements
- Provide required reports on matters of finance and accounting
- Prepare and submit annual financial information returns for the Provincial Government (FIR)
- Prepare year end audit papers, provide assistance to external auditor and assist in preparing annual financial statements (audited report) for review by Financial Services Coordinator and Municipal Treasurer
- Assist with preparation of business case analysis, capital project budgets and forecasting, grant funding applications, benchmarking initiative, asset management, electronic accounts payable work flows and other finance related projects as required
- Facilitate and compile Operating Budgets and associated documentation
- Reconciliation of G/L accounts and maintenance of Capital Asset Register and associated amortization schedules

Possession of a Bachelor of Commerce degree in accounting, or a professional designation as CA, CGA or CMA is preferred, plus 5 years relevant experience in finance ensures your success in our organization. Equivalent education and experience may be considered, especially if the candidate is in fourth year of their program. Preference will be given to those candidates with previous Municipal Government experience. Knowledge of current financial practices, specifically those related to the public sector, management and, negotiation skills, computer skills with particular emphasis in spreadsheets and data base management. Familiarity with Dynamics software is a definite asset. Above average analytical skills are required. Interested applicants should provide resumes and certifications.

The annual salary range for this permanent full-time position is \$78,564. to \$86,573. We also offer flexible working hours, comprehensive benefit package, participation in LAPP pension, and a strong focus on health and wellness..

The Town employs a diverse work force that takes pride in their community and strives to meet or exceed customer expectations. Come and experience Okotoks way of life!

For a full description of the job duties and requirements, or to apply visit our website at www.okotoks.ca,

We thank you for your interest. Only those applicants selected for an interview will be contacted by email.