



EMPLOYMENT OPPORTUNITY

Manager of Financial and Accounting Services

Camrose County is a rural municipality of 7,577 people located approximately 45 minutes southeast of Edmonton. The County has a strong agricultural base and is experiencing growth in the oil and gas and residential sectors. The County is seeking a positive, motivated, team player for the full time position of Manager of Financial and Accounting Services.

Reporting directly to the County Administrator, responsibilities will include but are not limited to the following:

- Monitor the operation of the Financial Department, along with the performance of its staff to ensure that County financial operations are carried out in accordance with Council policy, legislation and sound accounting principles
- Responsible for the County's general ledger, financial reporting, development and recommendation of policies, budget preparation and compilation with associated mill rates, and general ledger analysis
- Assist County Auditor in the completion of the audited financial statements
- Produce financial reports for Provincial Government, Council, Administration, using computerized financial information system
- Provide department financial information to County Managers in a timely and efficient manner
- Manage County revenues and reserves funds through the provision of banking, investment and cash flow protection services
- Ensure that appropriate insurance coverage is maintained for County assets, as required and ensures that ongoing monitoring of the County's Tangible Capital Assets as per established accounting procedures.
- Co-ordinate the activities of the tax department with the assessment department

The successful candidate should possess the following qualifications:

- An Accounting designation of CA, CMA, CGA or equivalent and 3-5 years supervisor experience
- A University Graduate through the Local Government Administration Certificate Program or similar designation with training in business administration and financial management
- Working knowledge of project management, municipal codes, regulations, local improvement levies, off site levies, and special taxes
- Extensive technical knowledge in the areas of Accounting and MuniWare Financial Software Program
- Proven knowledge of municipal legislation and relevant statutes
- Ability to work independently and as part of a team
- Public speaking and presentation skills, organization, oral and written communication skills
- Valid driver's license
- Computer proficiency (Microsoft Office)

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| Hours of Work: | Based on a 35 hour week. |
| Salary: | \$94,167.46 - \$119,288.08 |
| Competition Closing Date / Time: | Friday, June 19, 2015 - 4:00 pm |

Interested candidates are invited to submit their resume complete with salary expectations and references to:

Paul King, County Administrator, Camrose County
3755-43 Avenue, Camrose, AB T4V 3S8
Phone 780-672-4446
Fax 780-672-1008 / E-mail pking@county.camrose.ab.ca

We thank all applicants for their interest, however only those selected for an interview will be contacted.