



TOWN OF OKOTOKS FINANCIAL ANALYST

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 28,000+) our challenges are unique and our dedication is equal to the task.

The Town's Finance & Systems Division has several exciting initiatives underway to continue to meet the needs of internal and external clients. Reporting to the Finance & Systems Director, the Financial Analyst also works closely with the Accounting Manager to perform a wide variety of responsibilities including financial reporting and project work. This position works closely with all business centre Managers. The Town offers two opportunities at this time, one in permanent position, and one working full-time for approximately one year in a non-permanent capacity. We are looking for a January start date. The focus is to provide full financial expertise in the areas of capital projects (off-site levies) and grant program administration, including grant writing. The incumbent assists the Director and Manager with all accounting functions usual to a busy corporate municipal financial division, including budgets, year-end audits, GL account reconciliation, etc. A more detailed job description is posted on our website.

Possession of a CPA or affiliated designation plus 5 years relevant experience in finance, preferably in a Municipal Government setting. 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.

We are committed to a healthy, vibrant and sustainable community. Our employees are the cornerstone of our organization; working with us will provide you with the opportunity to be part of an ever evolving environment, working with awesome people. Our total compensation package includes a competitive salary, and for the permanent position a comprehensive benefit package and participation in LAPP pension. Interested applicants are invited to apply online at www.okotoks.ca and forward a detailed resume by November 30, 2017.

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