



Town of Athabasca

Gateway to the Great New North

Employment Opportunity - Assistant Chief Administrative Officer

The Town of Athabasca is a vibrant rural community in which to live, work and relax. Located in the picturesque Athabasca River Valley, just 150 km north of Edmonton on Highway 2, Athabasca has a population of 2,965 and growing. The Town offers an affordable lifestyle and first class recreational opportunities including a championship golf course, ski trails, camping, fishing, and hunting, as well as access to educational opportunities with Athabasca University.

The Town of Athabasca is currently seeking an enthusiastic and dedicated individual to assume the responsibilities of the Assistant Chief Administrative Officer.

Position Summary:

The Assistant Chief Administrative Officer is responsible for all financial management, control and reporting.

In the absence of the Chief Administrative Officer will assume all responsibilities of that position and advises necessary parties of actions taken while acting in that position.

Duties and Responsibilities:

- Supervision, management and evaluation of all administrative staff.
- In conjunction with the Chief Administrative Officer direct the development of operating and capital budgets, establishment of financial controls and development of Business Plans.
- Develop, recommend and implement approved policies, plans and programs for all Administrative, Finance and Accounting functions.
- Ensure that the necessary reports and advice are supplied to the Chief Administrative Officer and Department Heads on matters of Administrative, Financial, Accounting and Bylaws.
- Develop and maintain effective systems and records for all administrative, financial and accounting functions.
- Ensure that expenditures are within the Council approved budget and authorizes payment of accounts within established guidelines.
- Work with Senior Management to prepare and implement a uniform budget process.
- Serve as Secretary to the Subdivision & Development Appeal Board.
- Direct the collection of all accounts receivable including general taxes and utilities.
- Administer the investment of Town funds and is the custodian of all liquid assets of the Town.
- Administer Municipal long and short term borrowing and repayment.
- Review all grant applications and submit claims to ensure that all costs are considered and recovered.
- Attend all regular and special meetings of Council and other meetings as requested by the Chief Administrative Officer.
- Act as liaison with the Town's Auditor and responsible for all annual audit preparations.
- Perform any other duties as requested by Chief Administrative Officer.

Qualifications:

- A minimum of five years of related and progressive experience
- A recognized professional accounting designation would be an asset (CA, CGA, CMA)
- Knowledge of Municipal Government Act

- Knowledge of Microsoft Dynamics GP (Diamond)
- Knowledge of accepted accounting principles and practices
- Knowledge of payroll procedures and practices
- Excellent computer skills
- Excellent communication and problem solving skills

Equivalent education and/or related experience may be considered. A complete position description is available on the Town Website.

For more information, please call Doug Topinka, Interim Chief Administrative Officer, at 780-675-2063. Resume and references should be submitted to:

Town of Athabasca
4705-49 Avenue
Athabasca, AB T9S 1B7
Email: cao@athabasca.ca

The position will be filled once a suitable applicant is found. Please note that only those people to be interviewed will be contacted, however we thank all applicants for their interest.