



Finance Officer Employment Opportunity

Town of Crossfield Administration Department

Reporting to the Chief Administrative Officer, the Town of Crossfield has an opening for position of Finance Officer. This is a full time position.

Essential Functions:

- Oversee Accounts Payable Clerk & related duties
- Preparation of GST Returns
- Accounts Receivable
- Payroll/Human Resources/T4's
- Bank Reconciliations
- Assessments – work with the Town's Assessor to ensure assessments are correct and balanced.
- Taxes – preparation of annual tax notices, penalty applications and adjustments.
- Oversee Committee & Board Accounting for the Crossfield Recreation Board, Crossfield FCSS Program, and Crossfield Day Camp.
- Month end duties & reports for Council
- Work closely with Council, Department Heads and CAO to prepare the annual budget and establish mill rates.
- Liaison with Town's insurance provider
- Tangible Capital Assets
- Yearend Accounting and Reporting

Qualifications:

- Grade 12 education or equivalent (GED).
- Completion of a Local Government Certificate Program, or has graduated from an accredited college or university with an accounting diploma, or an accounting certificate program or 3 years' experience in Municipal accounting related work.

Knowledge:

- Considerable knowledge of municipal plans, bylaws and procedures.
- Considerable knowledge of municipal operations, specifically in municipal Software – Muniware, would be a definite asset.
- Considerable knowledge of all legislation that might apply to municipal operations,
- Working knowledge of the Government of the Province of Alberta Municipal Government Act,
- A general knowledge of human resource management and leadership
- Considerable knowledge of municipal accounting practices

Skills:

- Ability to maintain a high degree of confidentiality is required.
- Ability to effectively organize work and establish priorities,
- Ability to follow written and oral directions effectively,
- Ability to establish and maintain a high degree of public relations,
- Strong coordinating skills are critical,
- Demonstrate skills in leadership and effective direct supervision.
- Strong interpersonal skills
- Strong communication skills, both verbally & written
- Effective and creative problem solving skills are required.
- Proficient knowledge of Microsoft Office and Excel.

Ideally the incumbent will work 5 days/week (Monday to Friday), however 4 days per week may be negotiable depending on the skill set & experience of the successful applicant. This position may occasionally require attendance at bi-weekly evening council meetings or other public events.

The Town of Crossfield offers an excellent benefits plan, including LAPP, and a competitive wage.

Interested parties are invited to submit resumes, including references, outlining their qualifications to:

Ken Bosman, CAO
Town of Crossfield
Box 500, Crossfield, Alberta T0M 0S0
Email town@crossfieldalberta.com
Fax: 1-403-946-4523

The position will remain open until September 1, 2017 - 4:30 p.m.

Please note only those candidates selected for an interview will be contacted.