



EMPLOYMENT OPPORTUNITY
LAC LA BICHE COUNTY



MANAGER OF FINANCE

Lac La Biche County is looking for a dynamic leader to fulfill the position of Manager of Finance. This position is responsible for providing financial and administrative leadership and direction for the long term financial sustainability of the whole municipality. The duties and responsibilities of the position include but are not limited to the following:

- Monitor the operation of the Department, along with the performance of its staff, to ensure consistency with County policy and statutory requirements;
- Carry out the duties of County Treasurer by managing County revenues and reserve funds through the provision of banking, investment and cash flow projection services;
- Plan and oversee the County's overall financial management activities, including budgeting, reporting, accounting, payroll and treasury support;
- Liaison in the area of responsibility with Auditors, other levels of Government and with officials of banking and insurance institutions;
- Monitor and recommend appropriate financial control processes and policies;
- Compile, prepare and recommend the overall County Budget and associated mill rates and present this material to the Chief Administrative Officer and to Council;
- Ensure that financial management reporting is carried out in a timely and effective manner and is consistent with generally accepted accounting principles and practices;
- Ensure that appropriate insurance coverage is maintained for County assets, as required and ensures the maintenance of the County's capital attractive asset inventory;
- Responsible for the management, development, and mentoring of employees and ensuring continued personal growth is maintained by all staff within the section.

Qualifications:

- Accounting Designation of CA, CMA, CGA or equivalent;
- Several years of management experience in a multi-person work environment;
- Superior analytical, organizational and communication skills, both verbal and written;
- Previous municipal/government experience would be an asset;

Salary Range is \$71,690.77 - \$88,789.06 per annum; Level 6 on the Administrative, Professional and Support Positions Grid. Salary will be commensurate with experience and qualifications. Lac La Biche County offers a comprehensive and competitive benefits package, including a pension plan, and premiums are paid 100% for health and dental.

In accordance with Lac La Biche County's Human Resources Management Policy, candidates selected for an interview will be required to provide a pre-employment medical assessment, criminal records check and driver's abstract.

Applications will be accepted until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources
Lac La Biche County
Box 1679
Lac La Biche, AB T0A 2C0
Phone Rebecca McCordic at 780.623.6808 or Cassandra Diesel at 780.623.6742.
Fax: 780.623.2039
Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.