



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Financial Analyst **Full Time Permanent Position**

Under the general supervision of the Finance Manager, this position is responsible for a variety of technical accounting work such as preparation of financial/budget reports, assisting with budgets and financial monitoring as well as variance analysis of operating and capital expenditures with budget. Incumbent will also assist with maintaining, updating and improving financial systems at the County. Tasks will include planning, development, implementation, training and maintenance of new Serenic Enterprise Resource Planning (ERP) system modules as needed. The incumbent will also be assisting the Finance Manager in the development and implementation of ERP modules as it relates to Asset Management Plans and associated processes to ensure compliance with the Municipal Government Act (MGA).

To be successful in this position, thorough understanding of computerized accounting systems and spreadsheets, as well as working knowledge of Public Sector Accounting Board standards and generally accepted accounting principles is required.

Responsibilities:

- Oversee budget reports on a monthly basis and provide feedback to departments on budget changes/requirements as needed. Attend department meetings to assess financial implications of decisions and recommend steps to mitigate budget overage/shortage.
- Provide support for the County's ERP system, including assisting with month end and year-end procedures, creating, modifying and testing reports, user support, and creation of ERP system documentation. Uphold and maintain established standards, procedures, and policies for ERP technology systems.
- Assist with the development, testing and maintenance of solutions to satisfy business and functional reporting requirements and specifications of the County's management and users across various departments.
- Ad-Hoc projects and requests from finance manager or other department managers.
- Assist Finance manager in further development and maintenance of GL accounts, reports, gravel, inventory, costing, fixed asset, accounts payable, accounts receivable, purchase orders, business license and other applicable ERP system modules.
- Lead or assist with various projects, including process review and improvements, internal control reviews, and other departmental projects that may be assigned from time to time, for example, asset management implementation.
- Perform system administration duties on financial software to ensure the software meets the needs of the organization with respect to financial data accuracy and security. Escalate any issues to manager and appropriate support services and mitigate issues with minimal downtime. Provide ongoing training to all users of financial software.

Qualifications:

- Bachelor's Degree in Accounting/ Finance or a related field
- Knowledge and understanding of basic accounting concepts.
- Thorough understanding of computerized accounting systems and spreadsheets.
- Understanding of PSAB standards an asset.
- Municipal experience is an asset.Experience with multiple ERP (Serenic/Diamond/Great Plains/PeopleSoft, Active Net, Geoware) an asset.
- Intermediate to advanced understanding of Microsoft Office suite.
- Ability to foster and maintain effective relationships among peers, departments and stakeholders
- Deal effectively and tactfully with the internal and external stakeholders simultaneously
- Excellent organizational skills, prioritizing and ability to multitask with minimal supervision
- Ability to manage multiple projects at a time.
- Proven verbal and written communication skills.
- Ability to work and maintain accuracy under pressure to meet critical deadlines

- Must submit a Driver's Abstract, Criminal Record Check, and Child Welfare Check that meets the satisfaction of the County.

Salary range: Under Review

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
 - 100% Employer paid Health and Dental Benefits
 - Employee and Family Assistance Plan
 - Local Authorities Pension Plan
- Competition Number: 02-FA-19
- Closing Date: This competition will remain open 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

Fax: 1-888-421-2533

Email: hr@laclabichedcounty.com

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