



Flagstaff County is recruiting for the full-time position of:

## FINANCE OFFICER

**Position Overview:** Reporting directly to the Corporate Services Director, the Finance Officer is responsible to assist the Director to ensure the effective operation and delivery of all financial and administrative functions.

### Key Responsibilities:

1. **ERP System Coordination:** Manage and troubleshoot the County's Enterprise Resource Planning (ERP) and financial software, assisting users with queries and issues.
2. **Financial Reporting and Budgeting:** Facilitate business planning and budget meetings, prepare monthly and quarterly financial reports, including revenue/expenditure, bank reconciliations, and variance reports.
3. **Accounts Receivable Management:** Process general accounts receivable invoices, aging reports, interest charges, and handle past-due accounts and write-offs.
4. **Insurance Management:** Collaborate with departments and insurance providers to ensure assets are insured, handle claims, and maintain policy documentation.
5. **Payroll Compliance:** Review payroll transactions, ensure accuracy and compliance with HR policies, and assist in preparing Workers Compensation Board (WCB) remittances and annual reconciliations.
6. **Audit and Policy Support:** Assist with external audits, documentation, and develop financial policies and procedures.
7. **Record Management and Compliance:** Maintain an efficient filing system, ensure confidentiality, and ensure compliance with County policies, HR guidelines, and safety programs.

### Qualifications:

- Bachelor's degree in accounting/business administration or equivalent. Chartered Professional Accountant (CPA designation preferred.)
- Knowledge of local government procedures and experience in a municipal environment will be an asset.
- Ability to handle confidential information in an ethical and professional manner.
- Ability to develop clear and concise reports, correspondence and other written materials, with excellent communication, organizational and accuracy skills.
- Ability to establish and maintain effective working relationships in the course of work, including the ability to work cooperatively in a team environment as well as independently.
- Ability to perform a variety of tasks and prioritize the use of time to meet deadlines.
- Proficiency in Microsoft Office applications, with preferred experience with Adobe software and accounting software.

**Position Type:** Permanent Full-time  
**Hours of Work:** Monday to Friday, 7 hrs/day—35 hrs/wk  
**Salary Range:** \$71,118.67—\$87,466.96 annually  
**Closing Date:** Until a suitable candidate is selected.

**Why Work With Us:** At Flagstaff County; we're committed to building a stronger, vibrant, and sustainable community. We actively engage with local communities, businesses, and government bodies, ensuring transparent financial management and promoting environmental sustainability.

### Flagstaff County's Vision and Principles:

**Vision:** At Flagstaff County, we envision a vibrant and sustainable regional community that preserves our rural essence and enhances the quality of life for all residents.

**Principles:** Our Council has established three fundamental principles that guide our actions and decision-making **collaboration, fiscal leadership & environmental responsibility.**

Flagstaff County is unwavering in our dedication to these principles, and they form the foundation of our work. Join our team and contribute to the betterment of our community while upholding these core values.

**Interested candidates are encouraged to submit their resume along with a cover letter by email to:**

**Contact:**  
Human Resource Department  
Email: [Human.Resources@flagstaff.ab.ca](mailto:Human.Resources@flagstaff.ab.ca)  
Direct: (780) 384-4109

**For the full job description please visit: [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca)**



# FINANCE OFFICER

CLASSIFICATION:	Administrative	GRID LEVEL:	Grid A, Level 3
DEPARTMENT:	Corporate Services	SUPERVISOR:	Corporate Services Director
STATUS:	Permanent Full Time	WORK HOURS:	7 hrs/day – 35 hrs/week

### SUMMARY OF POSITION

Reporting directly to the Corporate Services Director, the Finance Officer is responsible to assist the Director to ensure the effective operation and delivery of all financial and administrative functions.

### QUALIFICATIONS

1. Bachelor's degree in accounting/business administration or equivalent. Chartered Professional Accountant (CPA) designation preferred.
2. Knowledge of local government procedures and experience in a municipal environment will be an asset.
3. Ability to handle confidential information in an ethical and professional manner.
4. Ability to develop clear and concise reports, correspondence and other written materials, with excellent communication, organizational and accuracy skills.
5. Ability to establish and maintain effective working relationships in the course of work, including the ability to work cooperatively in a team environment as well as independently.
6. Ability to perform a variety of tasks and prioritize the use of time to meet deadlines.
7. Proficiency in Microsoft Office applications, with preferred experience with Adobe software and accounting software.

### KEY RESPONSIBILITIES

All areas of responsibilities shall be accountable to the Flagstaff County Business and Strategic Plan.

1. Coordinate the County's Enterprise Resource Planning (ERP) software system, including financial software; act as a resource to resolve user queries and troubleshoot issues.
2. Facilitate internal meetings to develop the Business Plan and Budgets, including document preparation, annual timeline, monitor and document progress through to completion.
3. Prepare monthly, quarterly and other financial reports for Council and internal staff including revenue/expenditure reports, bank reconciliations, monthly journal entries and variance reports.
4. Prepare and process monthly general accounts receivable invoices, aging reports, process interest charges and all accounts receivable statements for past due accounts and submit reminder notices.
5. Prepare a report of uncollectable accounts receivable invoices annually and provide list for account write-offs to Corporate Services Director.
6. Collaborate with departments and insurance providers to ensure County assets are adequately insured and assist with claims and policy documentation.
7. Prepare and submit Workers Compensation Board (WCB) remittances and prepare annual reconciliation with associated journal entries.
8. Assist with external audit and necessary documentation including insurance, payables, receivables, liability accounts, salary disclosure, journal entries, insurance prepaids and any others assigned.
9. Assists in the development and implementation of financial policies and procedures.
10. Review payroll transactions to ensure they are processed accurately, including timesheet entries, compliance with HR policies and regulations, and payment submissions are completed as required and submitted to the Director for approval.
11. Maintain confidentiality of all records, only releasing information in accordance with County policy and applicable legislation.
12. Provide support for the Corporate Services Director, and backup assistance for the Payroll Clerk.
13. Responsible for the preparation of the annual revisions to the Fees and Charges Bylaw and schedule.
14. Prepare correspondence, documents and reports as requested.
15. Maintain an orderly and efficient filing system within the Finance department, including ensuring all financial reports are filed in Laserfiche and adhering to the records retention bylaw.
16. Develop and maintain a good working knowledge of County policies, procedures and bylaws, the Municipal Government Act and other relevant legislation.
17. Responsible for ensuring compliance with Flagstaff County Policies, the Health and Safety Program and the Human Resources guidelines and procedures.
18. Perform any other duties as requested by the Supervisor.

APPROVED	Date: <u>October 4, 2024</u>	CAO Signature: <u>S. Armstrong</u>
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