

## TOWN OF VAUXHALL POSITION DESCRIPTION

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Department: Finance  
Position: Finance Officer  
Status: Full-Time  
Wage: \$33.00/hr (Commensurate with experience)  
Closing Date: Until filled.

**OUR COMMUNITY:** Vauxhall is just under 1300 residents with an Arena, Curling Rink, Seasonal Pool, and Baseball Stadiums. Located in sunny Southern Alberta, our community has an amazing quality of life. Ideally located close enough to major centers for convenience and yet far enough away to enjoy the peacefulness of the country. Vauxhall has public schools from kindergarten to Grade 12 with the well-known Academy of Baseball. We are only an hour and twenty minutes to the US border, two hours, and twenty minutes to Waterton National Park with endless opportunities to explore nature and travel. We are also located in a diverse agricultural region.

### **GENERAL STATEMENT OF DUTIES:**

Reporting directly to the Assistant Chief Administrative Officer, this full-time position is responsible for the Town's financial planning, statutory and compliance reporting, and administration of its financial affairs. You would provide financial advice to the CAO, Council and staff on decisions integrating business modeling and forecasting, best practices, risk management, asset management and innovative approaches to long term planning and sustainable and effective service delivery. You would be responsible for all of the statutory duties of the Financial Officer as required under the *Local Government Act*.

### **FINANCE OFFICER ESSENTIAL DUTIES:**

- Oversees the Town's financial reporting systems, ensuring all compliance reporting requirements are completed in accordance with legislation, Council policy and/or other strategic plans and initiatives.
- Maintains and processing of payroll and HR management. (Benefits Administrator)
- Responsible for managing the annual audit and the preparation of the Town's financial statements in accordance with legislative time frames, including responsibility for coordination and assistance to the Town's external auditors.
- Maintains the requirements and reporting for Tangible Capital Assets for the municipality.
- Responsible for grant preparation and reporting (Government or other)
- Prepares advisory reports as requested by the CAO and Council.
- Keeps the CAO advised of any financial issues that may affect the operations of the Municipality as necessary.
- Ensures that accurate and timely information is provided to the CAO and Council and external stakeholders when required for informed decision making.
- Attends meetings of Town Council and meetings of committees, commissions and advisory bodies as requested/required.
- Supports all departments of the municipality with effective communication and provide financial clarity as well as provides advice for department managers and collaborate on municipal advice for municipal policy ensuring consistency.
- Provides strategic financial leadership and oversight for long term capital and infrastructure planning and asset management that align with Council's strategic plans.
- Participating in the creation of the Municipalities annual capital and operating budgets.
- Working with internal staff on annual property taxes, assessments, mill rates for financial implications for the municipality.

- Assists other staff in reporting and reconciliations, provide backup and assistance for other positions as needed.
- Provide a service to the public ensuring public inquires and complaints are handled in a professional manner.
- Please note this job description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required.

**QUALIFICATIONS – EDUCATION AND EXPERIENCE:**

- Diploma in accounting, business, or equivalent experience
- Direct experience is considered an asset.
- Knowledge and understanding of generally accepted accounting principles (GAAP)

**KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Understanding of Microsoft software such as Excel and Word.
- Ability to express oneself effectively and concisely, in both written and verbal form.
- Ability to establish effective working relationships.
- Skills in organizing, prioritizing, and multitasking.
- Payroll Compliance Practitioner (PCP) is an asset.

**BENEFITS:**

- Competitive pay
- Group health benefits
- Local Authority Pension Plan (LAPP)
- Training opportunities

Candidates should submit a résumé by emailing a pdf or word document to [cburns@town.vauxhall.ab.ca](mailto:cburns@town.vauxhall.ab.ca), with the job posting name in the subject line, by midnight on the closing date referenced above. The Town thanks all applicants for their interest; however, only those selected for an interview will be contacted.

*The Town of Vauxhall is an equal opportunity employer. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the Town to contact your previous employers and references.*