

Cultivate Your Career



ACCOUNTANT III (ACCOUNTS RECEIVABLE) TERM POSITION

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Financial and Strategic Services
Location	5 St. Anne Street, St. Albert
Salary	\$91,317 - \$112,389 per annum
Closing Date	June 5, 2024
Competition #	24/112

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 66,000 residents with high-quality programs and services and are proud to contribute to making St. Albert among the best places to live in Canada.

The City of St. Albert is recruiting an individual to join our Financial & Strategic Services department for a term assignment as an Accountant III.

Under the general supervision of the Financial Operations Controller – Revenue Services and Utilities, this position is responsible for supporting:

- Billing, collection and recording of City revenues;
- Implementing and maintaining strong financial controls;
- Providing excellent customer service to internal and external customers;
- Supervision of Revenue Services staff;
- Updating quarterly and annual budget forecasts.

This position provides coverage for the Financial Operations Controller – Revenue Services and Utilities and will provide support on various projects and financial reporting.

The Accountant III will assist with the development, documentation and maintenance of strong financial internal controls. This position provides support in ensuring that the highest standards of accountability for the City's cash processes are adhered to.

The Accountant III will supervise a team of three Revenue Services Coordinators. This involves providing mentoring and guidance, establishing priorities, conducting performance reviews, and working with the team to identify opportunities for efficiencies and improvements.

This position involves extensive interaction with a variety of internal and external clients. A commitment to creating positive customer experiences in a professional manner and with strong communication skill is essential.

QUALIFICATIONS

- Undergraduate degree in business with a major in Accounting or Finance.
- Three years accounting experience, with a strong technical knowledge base in GAAP and preparation and review of year end financial statements.
- Prior supervisory experience is a requirement.
- Chartered Professional Accounting (CPA) designation, or enrolment in a program to become a CPA, is an asset.
- Municipal accounting and Public Sector Accounting Board experience is an asset.
- Proficient user of the Microsoft Office Suite and various financial systems.
- Strong analytical, problem-solving and communication skills.
- Ability to interpret and communicate complex financial data to a variety of users.
- Self-starter with the ability to work independently as well as in a team environment.

HOURS OF WORK

We offer a compressed work schedule of 72 hours bi-weekly (Monday - Friday, 8:00 – 5:00 with a regular day off every two weeks).

COMPENSATION

\$91,317 - \$112,389 per annum. In addition, the City of St. Albert offers a comprehensive benefit package.

TERM

July 29, 2024 – September 3, 2025

The successful applicant will be required to obtain a satisfactory police information check.

Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert Employment website www.stalbert.ca/employment

CLOSING DATE

June 5, 2024

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.