

Benefit from work-place

balance

The Town of Sylvan Lake is a thriving, connected lakeside community that is resident focused, visitor friendly and THE place to do business. Fifteen minutes from Red Deer, and an hour and a half from both Calgary and Edmonton, we offer the amenities of a larger center with the relaxed living atmosphere of a smaller community. With abundant year-round recreational and cultural activities, we have definitely earned the name of “Brilliant All Year!”

The Town of Sylvan Lake’s mission is to deliver responsible municipal services and infrastructure that support an outstanding quality of life, unforgettable experiences, and a strong, diverse economy. We achieve that through our values of integrity, accountability, engagement, innovation, diversity and inclusion and our highly skilled workforce.

Would you like to work with a dynamic, agile, and resilient team in a beautiful community where people come to vacation? If so, you may be interested in this newly vacated position that we’d like to fill as soon as possible:

**Financial Accountant – Permanent, Full-Time
Wage Range \$42.78 - \$51.08/hour – 35 hours/week**

The Financial Accountant works closely with the Finance Manager to manage and monitor the Town’s financial information systems and data, providing accurate and timely financial and management reports and interpreting information to facilitate effective budgeting and decision making. This role assists in the development and maintenance of accounting procedures and internal controls and acts on behalf of the manager in their absence.

We are looking for an accounting professional with an ability to learn and work with a variety of financial software such as Great Plains/Diamond, Questica, PerfectMind and Dayforce to:

- Ensure current and accurate balances for the General Ledger and sub-ledgers: prepare and posts journal entries, reconcile and post transactions from sub-ledgers to the general ledger and preparation of bank account reconciliations
- Review/balance departmental revenue and expenses
- Generate and distribute account details to departments as required
- Implement training plans for other departments regarding financial software knowledge and use
- Maintains and monitors budget amounts for material variances and forecasting
- Provides departments with financial information and budget preparation requests
- Review bi-weekly payroll reports prior to submission for payment
- Provide back up support to payroll, accounts payable, taxation, utilities, account receivable and reception
- Maintain software integration balances between non-financial and financial systems
- Prepare quarterly financial reports for Finance Manager review and assists with presentation to the corporate services committee
- Work closely with the Finance Manager to complete the year end audit requirements, including working paper preparation
- Ensures the records and transactions are prepared for audit and conform to audit standards according to PSAB
- Assists the auditor in the performance of the audit
- Reviews and updates financial information on website for accuracy and completeness
- Completes special projects as directed by the Finance Manager

Qualified candidates will have a post-secondary degree in accounting or finance and have at least 3 years of relevant experience. Advanced Excel skills are required.

To be successful in this role, candidates will need to have excellent time management skills, the ability to maintain confidentiality and inspire trust. Knowledge and experience in relevant legislation is critical. A criminal record check satisfactory to the Town of Sylvan Lake is a condition of employment and the successful candidate must be bondable.

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In addition to having a fantastic community culture and work life balance, the Town of Sylvan Lake offers training and development opportunities, competitive rates and a tremendous benefit package that includes:

Health and Dental - 100% coverage paid for by the Town

Pension is a Defined Benefit plan (7.45% contributions for 2024, 100%+ Town matched

Wellness Program – Wellness spending, paid wellness time and sick time

Send your resume and cover letter to employment@sylvanlake.ca. We would love to see your application as soon as you can send it. The posting will remain open until September 6, 2024.



The Town of Sylvan Lake is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada and meet the qualifications are welcome to apply. We thank all applicants for their interest in this position; however only those candidates who are selected for an interview will be contacted.