

EMPLOYMENT OPPORTUNITY

WOODLANDS COUNTY



About our municipality:

Woodlands County is a rural municipality approximately 150 kilometres northwest of Edmonton, with an area of 7,668 square kilometres. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 4,550 people, Woodlands County is a thriving natural playground, welcoming families, businesses and tourists alike to experience and enjoy all there is to offer.



Submit your cover letter and resume by referencing the competition number.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

Position Type

Permanent
Full-time (36.25 hours/ week)

Hours of Work

Monday to Friday
8:15 am - 4:30 pm

Competition Close Date

Friday, September 20, 2024

Accounting Specialist, Whitecourt

Competition No: 2024-012

Reporting to the Finance Manager, this role handles accounting tasks for the County, including accounts payable/receivable, property taxes, assessments, job costing, insurance, payroll, and general ledger. It also supports year-end audits, budgeting, and financial reporting to Council.

Functional Responsibilities:

The position is responsible for:

- Prepare, enter, and process various financial transactions, including accounts payable/receivable, purchase orders, cheque requisitions, travel claims, and general journal entries in accordance with bylaws and procedures.
- Prioritize the timely and accurate processing of financial transactions and source documents and review documents to ensure they have the necessary support, correct coding, and appropriate approvals for financial transactions.
- Update and maintain master customer/supplier records, including banking and payment details and maintain property assessment rolls, process changes in ownership, and prepare and mail property assessment and taxation notices.
- Ensure payroll transactions comply with regulations and are processed accurately, including time entries, payment submissions, and reconciliations.
- Collaborate with departments and insurance providers to ensure County assets are adequately insured and assist with claims and policy documentation.
- Support the County's financial year-end processes, including preparing financial statements, assisting auditors, and responding to governmental inquiries.

Functional Requirements:

- Knowledge of accounting principles, GAAP, and financial reporting
- Understanding of Local Government laws, regulations, and procedures
- Strong written and verbal communication, including clear report writing and advice for non-financial staff
- Effective planning, organizational, and time management skills
- Proficiency in using accounting software, spreadsheets, and word processing tools
- Ability to handle conflicts with tact and diplomacy
- Attention to detail and accuracy in high-volume data entry
- Strong work ethic, both in teams and independently

Qualifications & Education Requirements:

- A relevant diploma with at least two (2) years specialized coursework in accounting
- Three (3) years of directly related experience (within the last the 10 years) working in a finance and accounting environment
- Three (3) or more years working experience in a Municipal Government environment would be an asset
- A Valid Class 5 Driver's License

Contact Us

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