



Finance Officer – Corporate Services (Full-Time, Permanent)

As a Finance Officer, you “Take care of Banff” by overseeing a variety of accounting and finance functions and activities. You are a senior leader whose professional accounting expertise is blended with your ability to mentor direct reports and support financial literacy and empowerment across the organization.

This senior finance position reports to and supports the Finance Controller and is accountable for providing sound financial analysis and advice, financial and regulatory reporting, budgeting, and forecasting, asset preservation, oversight of financial information systems, and internal controls. With a focus on continuous improvement and service excellence, the Finance Officer works as a senior member of the Finance team to foster a workplace culture focused on accountability, excellence, and connection. Consistent with corporate strategic priorities and applicable rules and regulations, this position performs the planning, organization, development and coordination of budget and budget related management activities for the entire organization.

This position operates at a senior level as it deals with high complexity matters and is fully independent. It maintains positive public perception of the municipality by ensuring fairness, transparency and openness in the Town’s budget and financial planning processes. A high degree of professional judgment and independence is required in performing these duties while advising and liaising with Town departments to maintain strong working relationships.

Duties, Responsibilities and Authorities:

- Develop budget and forecasts, supporting the development of long-term operating and capital plans and funding strategies
- Support/assist with presenting budget to Senior Leadership and Council for approval and identifying and explaining quarterly variances
- Perform fixed asset accounting, including asset lifecycle planning, adding new fixed assets, recording depreciation, and recording dispositions
- Prepare annual financial statements and associated working documents for year-end and provide support for the annual financial statement audit process
- Review external reports (i.e., grants reporting, provincial or intergovernmental requirements reporting)
- Prepare financial reports and analysis for Council, as well as internal stakeholders (management/operations/administration) and public/external financial reports
- Prepare other financial, operational, or administrative reports (i.e., value for money, cost-benefit, payback, buy or lease, taxes, revenue, and expense trend analysis etc.)
- Provide analysis and information related to payroll
- Support leaders with strategic planning, providing sound financial advice and analysis

Training and Support:

- Determines budget training requirements for the Town departments and develop training material
- Provides on-going training for the staff regarding budget and relevant policies and procedures, budget system
- Leads assigned projects and maintain files, monitors project progress to ensures project tasks are completed as scheduled
- Develops and presents assigned business cases, budget reports, financial analysis as needed
- Documents and updates financial policies, budget process, and procedures



- Assists Managers with month-end, quarter-end, and year-end processes
- Builds effective process and good lines of communication to maintain strong working relationship within the organization
- Troubleshoots issues or problems relating to department financials and systems as needed

What do you bring?

Your qualifications demonstrate your skills and experience in developing talent and reporting and delivering financial reports, including operating and capital budgets and reserves, bylaws and policies. You are knowledgeable of the financial administration responsibilities outlined in the Municipal Government Act (MGA) and can lead and direct a team to optimal performance of the Town's financial services: property assessment and taxation, financial planning (including budgeting and reporting), utility billing, accounts payable and receivable, customer service and payroll administration.

You are a natural leader, who focuses on achievement through people by providing clear expectations and a supporting and engaging work environment. You have a reputation for building relationships founded on respect and trust within and outside the organization by adapting your interaction style according to financial acumen.

Education & Experience:

- Post-secondary degree or diploma in finance, accounting, or commerce
- Must possess an Accounting Designation (CPA, CA, CMA, CGA)
- Continuous training in leadership development
- At least seven (7) years of experience in senior or increasingly more responsible financial or accounting roles, preferably in municipal government that has provided you with practical experience and allowed to apply your natural qualities in the expectations of the position identified above.
- Public sector or not for profit experience would be considered an asset (Public Sector Accounting Standards PSAS)
- Senior level experience and subject matter expertise in finance and accounting fields, with the ability to influence and support teammates
- Experience working with various financial systems (Great Plains, Qwestica)
- Project management experience will be considered an asset

The starting salary for this position is: \$83,000.00/year. As a full-time position, you are eligible for group health as well as retirement benefits. The Town of Banff offers a variety of non-traditional benefits following your start date, not the least of which is working with a dedicated team and living in a beautiful national park setting.

“Taking care of Banff: our Community, our People, our Park.”

This position will remain posted until filled.

To apply please submit a copy of your resume and cover letter to:

Email: jobs@banff.ca – Attention: Palki Biswas, Finance Controller

Fax: 403.762.1260

Mail: Town of Banff, Box 1260, Banff, AB, T1L 1A1

Drop Off: 110 Bear Street



The Town of Banff appreciates the interest from all applicants and will directly contact those being considered for an interview.

For more information about why the Town of Banff could be your next great career move, please visit banff.ca/careers.