



Municipal District of Taber

Manager of Finance

The Municipal District of Taber is seeking an experienced and dedicated Manager of Finance to join our team in supporting our vibrant and growing community. As a key member of our financial leadership team, you will play a critical role in managing the district's financial health by providing strategic direction, overseeing budgeting and reporting, and ensuring compliance with financial policies and regulations. We are looking for a detail-oriented professional with a passion for public service, a commitment to transparency, and the ability to drive fiscal responsibility across our operations. If you're ready to make a meaningful impact in a dynamic municipality, we invite you to apply.

Key Work Activities:

Financial Management & Planning

- Accountable for the financial accounting systems and procedures.
- Resolve accounting discrepancies.
- Coordinate the preparation of departmental and municipal annual long range financial plans.
- Prepare and administer the Finance Department budget.
- Review expenditures to ensure they are coded correctly.
- Develop and recommend policies, plans, and programs for the finance and accounting functions of the municipality.
- Management of the municipal taxation process and property assessment including ensuring the establishment of mill rates required by the budget.
- Ensure the accurate and timely reconciliation of all municipal bank accounts.
- Assist on appropriate reserve fund management to address and plan for future Capital requirements.
- Manage MD revenues, reserves, debt, and grants through provision of banking, investment, and cashflow projection services to meet future requirements.
- Administer operational and capital grants, including grant applications, tracking, and reporting.
- Monitor, manage, report and assist in the application of grants.
- Ensure that financial management and reporting is carried out in a timely and effective manner.
- Lead regular financial review and analysis, including variance analysis.
- Prepare financial reporting for internal and external stakeholders as required, including intermunicipal service agreements and regional initiatives.
- Lead the preparation of the necessary year-end working papers and applicable audited financial statements pursuant to Generally Accepted Accounting Principles and practices.
- Complete month-end and year-end general ledger procedures.
- Lead the year-end financial preparations and audit.
- Manage insurance and risk management functions, including claims, registrations, and renewals.
- Ensure that the GST and other intergovernmental reports are submitted accurately and on a timely basis.



- Maintain the Tangible Capital Assets (TCA) ledger of the municipality according to legislation, regulations, and policy.

Policy Development & Administration

- Develop financial policy, controls, and systems.
- Develop administrative policies, short- and long-term plans, procedures, and
- Bylaws in accordance with relevant legislation, the Strategic Plan and Business Plan
- Interpret Bylaws, Acts, and related statutory documents and respond to requests for information from the public.
- Prepare Policies, long-term plans, and resolution recommendations for the organization.
- Write reports and proposals in support of policies, programs, budgets, and various aspects of the Department's operations.
- Responsible for the creation of and departmental compliance with relevant policies, procedures, standards, specifications, regulations, bylaws, relevant legislation, and technical initiatives
- Monitor legislative changes to ensure organizational compliance. Track trends and anticipate issues that affect the community or services to other Departments.
- Implement approved policies, plans, and programs for the finance and accounting functions of the municipality.

Leadership

- Oversee the finance staff who manages accounts payable, accounts receivable, cash receipting, taxation and assessment, and utility billing.
- Training, mentoring, performance evaluations, coaching, and monitoring staff.
- Lead, plan, organize, direct, control and evaluate the operations of services
- delivered within the finance department in a consultative and responsive manner.
- Participate with the Corporate Services leadership team in planning and making decisions related to the organization.
- Liaise with other provincial and municipal governments and agencies and other major service providers to ensure coordination, cooperation, and efficiency in the development and implementation of service initiatives.
- Monitor the allocation of and direct resources within areas of responsibility to ensure the achievement of deliverables articulated within applicable work plans and identified projects while maintaining a high level of service.
- Act as a project lead on more complex initiatives and applications.
- Accountable for the management of risks, service delivery, organizational effectiveness, and execution of several major projects
- Undertake initiatives related to continuous improvement.



Organizational Support

- Assist public and ratepayers with inquiries and concerns.
- Attend Council meetings, public hearings, and other regional governance public meetings as a resource and/or representative of the MD as required.
- Work collaboratively with the CAO and Directors, managers, and teams in achieving goals and priorities in alignment with Council, municipal legislation, and governance requirements.
- Actively participate in the municipality's Health and Safety Program and assist to construct a positive culture where health and safety are prioritized.
- Any other duties as assigned from time to time by the Director of Corporate Services.

Qualifications and Requirements:

A combination of education and/or experience related to this position may be considered.

- Post-secondary degree in Business Administration, Accounting, Commerce, Public Administration, or a related discipline.
- Designation as a Chartered Professional Accountant (CPA), or working towards receiving designation, is preferred.
- Adequate years of management work experience in progressively responsible positions
- Experience in financial planning and budget preparation; property tax and assessment; accounts payable and receivable, utilities, cash flow, investment, and general ledger accounting
- Experience working in a municipal administration setting is preferred.
- Understanding of Generally Accepted Accounting Principles and Public Sector Accounting.
- Experience with budget preparation and planning
- Experience in supervising and managing a diverse portfolio of services, as well as knowledge of municipal finance and legislation, is preferred.
- Experience in managing financial and administrative tasks.
- Advanced skills with computers and systems, database management, and Microsoft Office Suite.
- Valid First Aid and CPR Certificate, or willingness to attain.
- Satisfactory background screening is required for this position including a Bankruptcy and Insolvency Check, Criminal Record Check.
- Bondable
- A Class 5 Driver's License with a satisfactory Driver's Abstract
- Experience with the following software/applications is considered an asset: SylogistGov (Bellamy, Serenic), Questica (Operating, Capital, Personnel modules), Water+ Bulk Water, Neptune 360, Quickbooks, MAConnect, PSD Citywide Asset Management

To submit cover letter and resume, go to [UpSourced HR's Careers page](#). The posting will remain open until a suitable candidate is found. Only those selected for an interview will be contacted.