

ACCOUNTING SERVICES TEAM LEADER - TERM 18 MONTHS

Position ID: J0125-0454

Job Title: ACCOUNTING SERVICES TEAM LEADER - TERM 18 MONTHS

Job Type: Term Full Time

Department: Financial Services

Number Of Positions: 1

Min Salary: \$61.25/Hour

Max Salary: \$76.56/Hour

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Accounting Services Team Leader is responsible for overseeing the City's accounting services department including the functions of accounts receivable, accounts payable, the financial management of subsidiary operations, external reporting compliance, safeguarding city assets and maintaining an adequate level of internal controls and governance. This position is responsible for leading the annual process to produce the city's audited financial statements, coordinating the external audit and reporting results to Senior Leaders, various Boards of Directors and Council.

- Provide strong leadership to direct reports, provide coaching and mentoring through ongoing feedback and empowering employees to achieve outcomes. Encourage collaborative and inclusive relationships
- Act as a people and culture leader, demonstrating and aligning decisions and behaviors with our mission, corporate values and culture. Understand and champion the organization's governance
- Oversee the day-to-day operations of the Accounting Services team including general accounting,

grant reporting, accounts receivable and accounts payable

- Oversee the financial management of subsidiary operations
- Produce the City's annual report
- Ensure compliance with all external reporting requirements
- Manage the financial statement audit including reviewing working papers, consolidated statements and schedules
- Review the annual Provincial Financial Information Return as well as other required government tax returns
- Manage the chart of accounts and ensure month end processes are complete and accurate
- Maintain, review and develop internal controls to minimize corporate risk and ensure reliable financial information
- Assist with the preparation of city budgets and quarterly variance analysis as required
- Work directly with the external audit team while maintaining a positive relationship
- Address recommendations identified through the annual audit and adjust processes as needed

You Bring:

- Chartered Professional Accountant (CPA) of Canada
- Bachelor's Degree in Business, Commerce, Accounting or Finance
- A minimum of 5 years of leadership experience in a financial accounting position including the preparation of financial statements
- Previous auditing experience is preferred
- Advanced analytical skills and an in-depth knowledge of Public Sector Accounting Standards
- Strong working knowledge of mid to large sized financial accounting systems (experience in Great Plains is an asset)
- Experience with major ERP systems is preferred
- Proficient organizational skills with demonstrated ability to handle a variety of complex projects/tasks with competing priorities in a result-based environment
- Previous municipal government experience is preferred
- Ability to effectively deal with a variety of individuals at all levels of the organization as well as officials from outside agencies
- Ability to prepare and deliver presentations to large groups including Senior Leaders and Council
- Ability to implement positive changes and develop new processes
- Ability to create an environment of transparency and high standards

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work

arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This term position includes a comprehensive benefits and pension package.

Accompanying your resume, please provide a cover letter as a means of introducing yourself and your interest in this role.

Next Steps:

Candidates are invited to apply online at www.airdrie.ca

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.