

# Job Title: Finance Officer

**Requisition ID:** 3239

**Affiliation:** CUPE Municipal

**Position Type:** Permanent Full Time

**Number of Openings:** 1

**Bi-weekly Working Hours:** 70 hours bi-weekly

**Shift/Work Schedule:** Monday to Friday

**Department/ Branch:** Financial Services, Treasury & Capital Finance

**Job Location:** Fort McMurray

**Pay Level:** PL12

**Start Rate:** \$ 51.46

**Permanent Rate:** \$ 60.55 (Permanent rate effective after completion of probation)

**COLA:** Bi-Weekly - \$480

**Posted (dd/mm/yyyy):** 11/01/2025

**Closing Date (dd/mm/yyyy):** 19/01/2025

**Posting Type:** Internal and External

## GENERAL DESCRIPTION:

Under general supervision, the Finance Officer provides accounting services to client departments in relation to capital budgets and projects. This involves providing excellent finance related client service to the project's stakeholders by supporting them in the preparation of accurate and timely capital project financial reporting, analyzing and reconciling accounts, compiling and communicating information regarding capital budgets and amendments, contract administration, and reviewing of capital and other financial data.

## RESPONSIBILITIES:

- Provides accounting support to internal stakeholders by completing financial analysis of projects and project closures.
- Prepares capital budget amendment reports for budget maintenance.
- Compiles capital budget information and assists in the co-ordination of the annual capital budget/financial plan document including business cases for client departments.
- Develops and maintains variance analysis of capital information and prepares reports from various sub-systems.
- Assists in the preparation of various other financial reports.
- Researches, compiles, and analyzes capital asset financial information; prepares monthly journal entries and reconciliation; and produces financial reports.
- Verifies monthly capital costs to ensure expenses meet criteria to be included as capital expenditures.
- Perform other related duties as required.

## QUALIFICATIONS

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Solid working knowledge of budget process, procedures, and analysis; expenditure and revenue structure and analysis; forecasting; financial condition analysis and financial trend monitoring; accrual-based accounting, cost accounting and cost analysis (cost finding, indirect cost allocation, and activity-based costing).
- Broad knowledge of standards and best practices pertaining to Municipal finance and operations. Familiarity with Public Sector Accounting Standards is an asset.
- Familiarity with innovations in budgeting such as long-term financial planning, multi-year budgeting, budgeting for structural balance, strategic planning, and alternative budget formats (program, performance, and zero-based budgets).
- Knowledge of the legal and regulatory impacts and constraints regarding revenues, expenditures, and the budget process.

- Working knowledge of Enterprise Resource Planning (ERP) systems, in particular the finance modules. Proficiency in SAP is an asset.
- Proficiency in Microsoft Office programs including Word, Outlook, and PowerPoint, with advanced proficiency in Excel and the ability to calculate, analyze, and summarize large amounts of data.
- Ability to extract and analyze information from a variety of sources, using good judgement and financial acumen to support findings and recommendations.
- Ability to summarize financial data and effectively communicate the information to both financial and non-financial stakeholders.
- Ability to interpret various types of agreements, plans, contracts, bylaws, and legislation to identify and understand applicable financial requirements for the client department.
- Ability to establish and maintain cooperative, collaborative, and productive work relationships.
- Demonstrated customer service skills and the ability to work in a team environment.
- Proven ability to communicate effectively, both verbally and in writing.

**EDUCATION AND EXPERIENCE:**

- Diploma specializing in Accounting or related field, combined with four (4) years of financial analysis experience in a computerized accounting and budgeting environment including variance reporting, with the extensive use of spreadsheet and database programs;

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- Degree specializing in Accounting or related field, combined with two (2) years of financial analysis experience in a computerized accounting and budgeting environment including variance reporting, with the extensive use of spreadsheet and database programs.

- Previous experience with capital and project accounting in a public sector environment is an asset.
- Chartered Professional Accountant (CPA) designation is an asset.

**OTHER REQUIREMENTS:**

- Submission of a Criminal Record Check.
- Pre-employment testing may be required as part of the interview process.

**SAFETY:**

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, and complying with all policies, practices, and procedures. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**To apply: Please visit our website at [jobs.rmwb.ca](http://jobs.rmwb.ca)  
 Current employees must apply through the internal careers site.  
 We appreciate the interest of all applicants; however, only those individuals  
 selected for interviews will be contacted. Late applications will not be accepted.**