

TEAM LEADER, BUDGET AND FINANCIAL PLANNING - TERM 12 MONTHS

Position ID: J0225-0104

Job Title: TEAM LEADER, BUDGET AND FINANCIAL PLANNING - TERM 12 MONTHS

Job Type: Term Full Time

Department: Budget and Financial Planning

Number Of Positions: 1

Min Salary: \$119,437.00/Year

Max Salary: \$149,296.00/Year

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 Budget and Financial Planning Team Leader is responsible for overseeing the City's budget and financial planning department including the functions of financial planning, forecasting, reporting, compiling and monitoring city budgets, funding the capital budget, debt and equity management and research. This position is responsible for maintaining an adequate level of internal controls and governance in relation to budget and finance functions and leading the annual budget and planning process including quarterly variance analysis. The Budget and Financial Planning Team Leader is responsible for delivering reports to Executive Leaders, Council and other Committees as needed.

Accountabilities include but are not limited to:

- 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 behaviours with our mission, corporate values and culture; Understand and champion the organization's governance
- Oversee the day-to-day operations of the Budget and Financial Planning team ensuring monthly, quarterly and annual activities are planned and implemented
- Create, monitor and evaluate departmental goals, objectives, measures and initiatives to set work priorities for the team
- Oversee the analysis of proposed departmental budgets, ensuring relevant information is captured, and adequate requirements and reviews are completed in alignment with strategy and corporate direction
- Oversee the completion and final review of the quarterly variance analysis. Deliver written agenda reports and present to Executive Leadership, Council and other Committees
- Ensure effective and efficient systems and processes exist to lead city staff through the budget and planning process
- Lead the preparation of multiple budget packages for Director review, ELT deliberation and Council deliberation. Ensure high quality and complete information is included to inform decision-making
- Oversee the integrity of the city's equity by setting adequate financial standards. Plan and execute funding for the city's capital program by leveraging the use of grants, debt and reserves; Make recommendations to executive leadership and Council
- Ensure preparation of publicized material is highly scrutinized and meets city standards for transparency, accuracy and quality
- Ensure municipal and legislative requirements are met, and adhere to GFOA best practices
- Prepare policy and other governance documents related to city finances and make recommendations to Executive Leadership and/or Council for endorsement; Ensure existing policies are reviewed and updated regularly
- Proactively develop networks within the organization to enable achievement of work-related goals; identify opportunities to increase efficiencies with stakeholders; Identify best practice and solutions to improve customer service
- In support of continuous improvement efforts, conduct 'annual lessons learned' exercises for the budgeting process and adjust processes as needed

You Bring:

- Bachelor's Degree in Business, Commerce, Accounting or Finance
- Chartered Professional Accountant (CPA) of Canada
- A minimum of 5 years of leadership experience in a financial accounting position, including the preparation of municipal budgets, variance analysis and reporting
- Knowledge and experience working with Public Sector Accounting Standards (PSAS)
- Comprehensive knowledge and experience working with financial accounting systems, experience with the implementation of financial systems would be an asset
- Excellent analytical, problem-solving and critical thinking skills
- Prior experience providing high level updates to senior staff and political leaders
- Excellent communication and presentation skills
- Strong negotiation and conflict resolution skills
- Strong Microsoft Office skills with an emphasis on Excel, PowerPoint and SharePoint
- Ability to effectively deal with a variety of individuals at all levels of the organization
- Well-developed interpersonal skills and the ability to influence and form collaborative relationships
- Desire to coach, mentor and inspire a team of highly skilled professionals
- Ability to identify opportunities for improvements, optimize the use of technology and manage change
- Ability to implement positive changes and develop new processes
- Ability to create an environment of transparency and high standards
- High level of confidentiality, tact and diplomacy

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 12 month full-time term position (37.5 hours per week) includes a comprehensive benefits and pension package.

While we cannot make any guarantees, there may be an option to extend this term to 18 months.

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.