

## **The opportunity**

Leduc County is looking for an experienced and highly motivated Manager – Accounts Payable and Receivable to join our team. Reporting to the Director – Finance, this exciting opportunity provides leadership, supports day to day financial processes and is accountable for the oversight of the cash receipting, accounts payable, accounts receivable, inventory and utilities functions within the Finance department. The manager will also contribute to the implementation of the new enterprise resource planning system. As a leader within the Finance department, the manager is a key contributor to the achievement of the department's strategic and operational objectives.

## **About you**

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community. If you have proven achievement of results through strength in management and supervision, sound decision-making, budgeting, and project management, you can find success in this role.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

## **What you will do**

- Manages and supports the functions of cash receipting, accounts payable, accounts receivable, inventory and utilities for the organization.
  - Oversees and establishes necessary processes to deliver timely cash receipting, accounts payable, accounts receivable, inventory and utilities processing.
  - Ensures deadlines are met for their areas of responsibility.
  - Completes work necessary to meet financial and year-end reporting requirements.
- Manages and supports staff in the implementation of service area deliverables, delegates responsibilities appropriately and provides guidance and motivation to achieve outcomes.
  - Supervises the employees that deliver the cash receipting, accounts payable, accounts receivable, inventory and utilities functions.
  - Supports staff and completes work, as needed, to meet service level expectations.
- Contributes to the implementation of the new enterprise resource planning (ERP) system, with a go-live date of Dec. 1, 2025.
  - Completes work to support implementation, as assigned.

- Contributes to the budgeting, payroll and financial reporting processes required during the system transition.
- Establishes new financial procedures for their area of responsibility based on the new ERP functionality.
- Provides support to the director and other managers in the department to meet department, organizational and ERP project deadlines.
- Develops and recommends administrative directives and procedures, ensuring adherence to applicable legislation.
- Plans and implements projects that fall within the work group's functions.
- Researches and carries out special projects, studies and reports as assigned.
- Strives to continually enhance the quality and delivery of services through efficiencies and innovation.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for the work group's compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

## What you need to succeed

### *Must-have*

- A degree or designation in professional accounting or related discipline.
- Five years of management or supervisory experience, preferably within the public sector, with in-depth knowledge in the day-to-day oversight of core finance functions such as accounts payable, accounts receivable, inventory and cash receipting.
- A service focus with strengths in a broad range of communication and interpersonal techniques and skills.
- Strong verbal and written communication skills.
- The ability to deliver public presentations, and prepare clear, concise reports for senior levels of management and council.
- Proficiency with Microsoft Office suite of tools and other database and spreadsheet applications.
- Experience working with and leading teams.
- Must be eligible for, or maintain, a Chartered Professional Accountant (CPA) designation.

### *Nice to have*

- Experience with Oracle Fusion.
- Familiarity with municipal governance, operations, and knowledge of rural communities.

## What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$115,464.00, 144,330.00, flexible work options that includes: a one day/week hybrid work from home; Earned Day Off (EDO) program and others, a 100% employer-paid comprehensive benefits package, a starting three-weeks vacation allocation and an additional five compensated days in lieu.

The opportunity is temporary full-time for a two-year term and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

## How to apply

Applications must be submitted via the blue 'Apply Now' button below to be considered.

We thank all applicants however only those selected for an interview will be contacted.