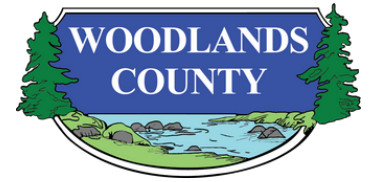


EMPLOYMENT OPPORTUNITY

WOODLANDS COUNTY



About our municipality:

Woodlands County is a rural municipality approximately 150 kilometres northwest of Edmonton, with an area of 7,668 square kilometres. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 4,550 people, Woodlands County is a thriving natural playground, welcoming families, businesses and tourists alike to experience and enjoy all there is to offer.



Submit your cover letter and resume by referencing the competition number.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

Position Type

Permanent
Full-time (36.25 hours/ week)

Hours of Work

Monday to Friday
8:15 am - 4:30 pm

Salary Range

A competitive executive-level salary, exceeding \$150,000 is available and commensurate with experience and qualifications

Competition Close Date

Open until filled

Director of Finance and Business Services - Whitecourt

Competition No: 2025-008

Are you ready to take the next step in your leadership journey?

This is a high-impact Director role where your financial expertise and leadership potential will be recognized, supported, and fully utilized. Whether you're currently a Finance Manager, Senior Accountant, or Corporate Services lead, this is your opportunity to grow into a top-tier municipal leadership position.

You'll be joining Woodlands County at a time of focus, opportunity, and forward momentum. With a new CAO bringing fresh leadership and vision, we are strengthening a capable senior team to support Council's long-term priorities, modernize service delivery, and build on a strong foundation. This is a unique opportunity to help shape the next chapter of the organization while having the autonomy to lead, innovate, and leave a lasting impact. In this role, you'll work closely with the leadership team to guide the County's financial and business services with clarity, creativity, and confidence.

About the Role

The Director oversees a diverse and essential portfolio including:

- Finance and Budgeting
- Human Resources
- Asset Management
- Legislative Services
- Communications and IT

As a trusted advisor and strategic leader, you'll shape long-term financial planning, modernize internal systems, and mentor a cross-functional team of approximately 11 staff. This role offers the opportunity to bring alignment and innovation to the County's business services, ensuring sound financial stewardship and responsive corporate support.

What You'll Need to Succeed

To thrive in this role, you'll bring a strong foundation in financial leadership — whether built in the public sector, private industry, or a not-for-profit environment. A CPA designation or related education is certainly an asset, but what matters most is your ability to lead financial strategy, manage budgets with discipline and transparency, and support organizational decision-making with sound, forward-thinking advice.

You'll have a strategic mindset, comfort with complexity, and a collaborative leadership style. Whether you've led teams in a municipality, corporation, or growing business, you know how to build trust, develop people, and connect financial planning with bigger-picture goals. If you're new to municipal government, we'll support you in learning the legislative and policy environment — what we're looking for is someone ready to lead, adapt, and make a lasting impact.

How to Apply

Interested applicants are invited to submit a cover letter and resume in confidence to cao@woodlands.ab.ca.

For more information or a confidential conversation, please contact Matt at cao@woodlands.ab.ca or 780-778-8400.

Contact Us

p. 1-888-870-6315 e. hr@woodlands.ab.ca
PO Box 60, 1 Woodlands Lane, Whitecourt, AB, T7S 1N3