



**Lac La Biche County**  
**welcoming by nature.**

**Employment Opportunity**

**FINANCE ANALYST**

**PERMANENT FULL-TIME OPPORTUNITY**

***Location: Lac La Biche, Alberta***

***Are you interested in working for a progressive organization that supports its employees and promotes a healthy work culture? Are you looking for work life balance, and do you love spending time outdoors and being one with nature? Apply now for an opportunity to work at the Lac La Biche County. We want you to join our team!***

***Lac La Biche County is rich in lakes, parks, and outdoor experiences, and home to some of Alberta's top industries. Lac La Biche County is a beautiful, prosperous community for people to visit, live, work and play. We have more than 150 lakes and 100 beaches, camping opportunities, and an excellent hiking trail system. Pair that with modern amenities like the Bold Center, future Aquatics Centre, schools, parks, community activities, sports and cultural activities, local community groups, and downtown shopping area, it's no wonder that Lac La Biche County is an ideal cabin and adventure area for County residents and visitors from nearby communities and international tourists!***

**The Organization:** Lac La Biche County is an organization driven by principles surrounding Excellence, Communication, Safety and Wellness, Collaboration, and Environmental Sustainability. Our employees enjoy the charm of working in the Lakeland Region, away from the hustle and bustle of the big city while still being able to enjoy a diverse, fast paced and fulfilling work environment. Our community is known to be one of the most diverse and unique communities in Alberta. Not only is it rich in history and culture, but it also surrounded by forests, parks, lakes, and golden sand beaches!

We continuously strive to remain an employer of choice by offering a strong health and safety program, competitive pay, amazing benefits, opportunities for professional development, as well as many wellness initiatives that support a work life balance. We also take pride in maintaining high standards surrounding equity, diversity, and inclusion in our workplace.

***Want to be a part of our County team? We are actively searching for a qualified individual to fill this position!***

***Purpose of the position:***

The position will be responsible for (but not limited to):

The Finance Analyst provides a key role in contributing to the organizations financial integrity while leveraging analytical expertise with all departments to drive decision-making.

The position will be responsible for (but not limited to):

- Calculating and recording annual depreciation of Tangible Capital Assets (TCA).
- Ensuring insurable assets are safeguarded with adequate insurance coverage.
- Reviewing capital projects for current and future years for possible insurance additions of course of construction (COC).
- Maintaining capital project expenses.

- Reconciling the job costing sub ledger projects to the general ledger.
- Other duties as assigned.

### **Want to be a part of our County team?**

To be successful in this position, you will come to us with:

- A Diploma in Business, Finance, or a related field. A Bachelors' Degree would be an asset.
- Minimum 2-4 years' related experience.
  - *A combination of related education and experience may be considered.*
- Excellent time management, attention to detail, analytical, communication, and interpersonal skills.
- A satisfactory Criminal Record Check.

### **What we have to offer you:**

**Competitive Salary: \$62,672.26 - \$80,316.95**

### **Comprehensive Benefit Package:**

- All employer paid (100%) Sunlife health and benefit plan
- Local Authorities Pension Plan (LAPP)
- Access to TELUS Health Employee & Family Assistance Program
- All access pass to the Bold Centre and Swimming Pool
- 3 weeks vacation + 12 personal health leave days
- Training and professional development opportunities
- Active Social Committee and a great work culture
- Work-Life Balance: A family friendly, sports oriented, rural community within a beautiful lakefront setting!
- Affordable housing and cost of living
- Relocation assistance

### **Job Details**

Hours of Work: 1820 hours per year, Monday to Friday, 8:30 a.m. – 4:30 p.m. (35hrs/week), with some overtime required for peak periods and year-end.

Location: Lac La Biche, Alberta (On site)

**Closing Date: Open until suitable candidate is found.**

*We thank all interested applicants, however, only short-listed applicants selected for an interview will be contacted.*

Candidates from this competition may be considered for future vacancies at the same classification level within the next six months.

**For more information on Lac La Biche County check out this link: [Lac La Biche County - Home](#)**

**If this sounds like you, please submit your cover letter and resume directly to the online competition at the Lac La Biche County recruitment platform link <https://llbc.startdate.ca/> .**

**Quote on your cover letter: Competition #08-FIA-25.**