



We at the Municipality of Jasper are united in our core values:  
**Accountability – Communication – Empathy – Professionalism – Respect – Teamwork**

## Finance Recovery Coordinator

Full Time Term (2 year)

Department:	JRCC
Compensation:	\$69,882.56 - \$83,705.47
Hours of work:	7.5 hrs per day/37.5 hrs per week
Days of work:	Monday - Friday
Audience for posting:	Internal/External
Job Posting #:	25.038
Deadline to apply:	4:00 P.M. MST, May 28, 2025

### ABOUT THE POSITION

The Finance Coordinator – Wildfire Recovery plays a critical role in supporting the financial management of recovery operations following wildfires affecting the Municipality of Jasper. This position is responsible for overseeing the financial aspects of recovery projects, including budget management, tracking expenditures, coordinating funding allocations, and ensuring compliance with financial regulations and policies. The Finance Coordinator works closely with internal departments, government agencies, and external stakeholders to manage recovery related funds, assist in procurement, and prepare financial reports to support transparency and accountability in the recovery process. Additionally, the Finance Coordinator provides recommendations regarding the size of recovery workforces and the implications of collective agreement wage structures on project budgets.

### WORK PERFORMED

- Assist in the development and management of budgets for wildfire recovery projects, ensuring funds are allocated appropriately and in compliance with financial policies.
- Monitor, track, and report on all financial transactions related to wildfire recovery, ensuring accurate and timely processing of invoices, payments, and reimbursements.
- Coordinate funding allocations from various sources, including government grants, insurance, and external aid, to support recovery projects.
- Assist in the preparation of budgets for recovery projects, working closely with project managers and department heads to ensure all financial needs are accounted for.
- Monitor actual expenditures against budgeted figures, providing variance analysis and recommending adjustments where necessary.
- Manage the financial reporting requirements for recovery-related grants and funding, ensuring compliance with grant conditions and deadlines.
- Coordinate with government agencies and other funding bodies to submit financial documentation and applications for recovery-related financial assistance.

- Track all incoming and outgoing funds related to wildfire recovery to ensure transparency and accountability.
- Assist in the procurement process for recovery-related goods and services, ensuring that purchases comply with the Municipality's procurement policies and regulations.
- Prepare regular financial reports for senior leadership, council, and external agencies detailing the status of recovery funds and expenditures.
- Collaborate with internal departments, including Operations, Planning, and Human Resources, to ensure seamless integration of financial processes with recovery operations.
- Serve as a key point of contact for financial inquiries related to wildfire recovery from internal and external stakeholders.

### QUALIFICATIONS & EXPERIENCE

Your resume and cover letter must clearly describe how you meet the following qualifications:

- Bachelor's degree in accounting, finance, or a related field.
- At least 3-5 years of experience in financial management, with experience in budget tracking and reporting.
- Experience working with government grants or disaster recovery funding.
- Professional accounting designation (e.g., CPA, CMA) preferred.
- Experience working in a municipal environment or public sector accounting preferred.
- Knowledge of financial regulations and grant management related to disaster recovery and emergency funding preferred.

### HOW TO APPLY

Submit a resume and cover letter in PDF format outlining your qualifications, experience and any relevant documentation to Human Resources: [humanresources@jasper-alberta.ca](mailto:humanresources@jasper-alberta.ca)

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join the Municipality of Jasper. We support a diverse workforce and offer competitive wages and benefits. Together we make Jasper a great place to make a living, a great place to make a life.

*We recognize the value that comes from different viewpoints, unique experiences and diverse perspectives of our employees, who bring fresh new ideas to our organization.*