



Finance Manager

Located in the heart of the Canadian Badlands, the Town of Drumheller is a thriving worldwide tourism destination community serving 8,000 permanent residents and almost 1 million visitors annually.

Due to an upcoming retirement, the Town of Drumheller is seeking a team-oriented and results-driven Finance Manager to join and lead our Finance and Payroll Team!

Reporting directly to the CFO/Director of Corporate and Community Services, the Finance Manager oversees a team of five (5) direct reports and is responsible for managing the payroll and financial operations of the Town of Drumheller. This includes overseeing payroll, annual budget preparation, financial reporting, accounting operations, property assessment and taxation to ensure effective use of public funds. This role involves analyzing financial data, managing internal quality assurances and controls, preparing reports for senior leadership, ensuring compliance with all regulations, and making recommendations for ongoing cost efficiency and financial sustainability. The incumbent must be a forward-thinking, critical problem-solver focused on continuous improvement, process optimization, and data-driven decision-making.

Required Qualifications

- University degree in Finance, Accounting, Business Administration, Economics or other related discipline
- 5–7 years of progressive experience in finance roles within a municipal environment or a complex, multi-faceted organization
- Minimum of two (2) years of related working experience in Payroll
- Minimum of three (3) years of leadership and supervisory experience within a unionized environment
- High degree of computer literacy and competency in using financial accounting software, spreadsheets, and databases as well as MS Office
- A demonstrated commitment to continuous improvement and ability to lead change
- Comprehensive knowledge of the Municipal Government Act, other provincial statutes and accounting guidelines including GAAP and the CICA's Public Sector Accounting (PSA) Handbook
- Chartered Professional Accountant (CPA) designation is preferred
- Certification as a Payroll Compliance Practitioner (PCP) is considered an asset

Additional Information

The Town of Drumheller offers a competitive compensation package that includes salary, vacation, management leave, extended health and wellness benefits package, LAPP pension (effective date of hire), professional development support, and an excellent team environment.



Prospective candidates must be prepared to undergo an education verification process and a satisfactory criminal record check and must be open to relocating to Drumheller. Financial Relocation Assistance may be available.

The Town of Drumheller values diversity of skills, talent, and perspectives, fostering an innovative and collaborative atmosphere. We are dedicated to maintaining a respectful and inclusive workplace and encourage applications from all qualified individuals. If you seek a challenging and rewarding career and aim to be a leader in this globally renowned area, consider joining the Town of Drumheller's community and team.

If you are interested in this challenging and rewarding career opportunity and want to be a leader amongst our professionals in this worldwide destination area, consider making the Town of Drumheller your community and your team!

Interested candidates can submit a resume and cover letter via our [CAREERS site](#). We thank you in advance for your interest. Only those applicants selected for an interview will be contacted.