



Budget Analyst

Permanent, full-time (35 hours/week)
\$89,580.40 - \$111,966.40 per annum

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

Come work with us!

At the City of Leduc, we believe in building a community where people and possibility thrive. Behind every great community initiative, service, and project is a team that ensures our resources are managed responsibly — and that's where our Finance team shines. If you're someone who sees numbers not just as figures on a page, but as stories of progress and potential, this could be your next great chapter.

What is the Opportunity?

We're looking for a **Budget Analyst** who's ready to take on a role that combines financial analysis, strategic thinking, and meaningful impact. This isn't your typical accounting position — it's an opportunity to see how every number connects to a bigger story: the services our residents rely on, the projects that shape our city, and the long-term sustainability of our community. It's a dynamic position for someone who thrives on analysis, collaboration, and the satisfaction of knowing their work directly contributes to how a city grows and prospers.

As a Budget Analyst with the City of Leduc, you'll serve as a trusted advisor and technical expert, supporting departments across the organization in building sound, transparent, and forward-thinking financial plans. You'll play a key role in developing and managing the City's operating and capital budgets, forecasting trends, guiding financial decisions, and ensuring alignment between financial realities and strategic goals.

What will you do?

As a Budget Analyst, you'll take on a broad range of responsibilities that blend financial expertise with strategic insight:

- Lead and support the development of the City's three-year operating and ten-year capital budgets, ensuring they reflect Council's priorities, corporate strategies, and long-term financial sustainability.
- Collaborate with departments across the organization to review budgets, monitor financial activities, and provide expert advice that helps leaders make data-driven, forward-thinking decisions.
- Assist with the annual and interim financial reporting and planning processes, including monthly reporting, working papers, and year-end requirements.
- Analyze, interpret, and communicate financial trends — identifying risks, opportunities, and potential impacts on programs, projects, and service levels.
- Support the City's business planning and performance measurement efforts, ensuring departmental plans, strategic initiatives, and budgets are integrated and measurable.
- Develop and enhance forecasting models to improve the City's ability to anticipate change and respond to emerging financial challenges.
- Champion process improvement and innovation within the City's budgeting systems, promoting best practices, efficiency, and transparency in all financial planning activities.
- Act as a technical and analytical resource to management, Council, and other stakeholders, ensuring complex financial information is clear, accurate, and accessible.

Every day, you'll contribute to shaping how the city plans, invests, and delivers — balancing fiscal responsibility with the needs and aspirations of a growing community.

Who you are?

You're more than a numbers person — you're a critical thinker, communicator, and problem-solver who thrives in a collaborative environment. You bring:

- A degree in accounting, finance, or public administration.
- A Chartered Professional Accountant (CPA) designation, or active progression toward completion.
- A minimum of **five years (5)** of experience in a computerized accounting or budgeting environment, ideally within a municipal or public sector setting.
- Proven expertise in budget preparation, financial analysis, and forecasting, with strong working knowledge of accounting principles and internal controls.
- Experience in the preparation of financial statements, working papers, and supporting documents is considered an asset.
- Experience using financial systems and analytical tools (such as Workday, Adaptive Planning, or similar platforms).
- The ability to translate complex financial data into clear, actionable insights for non-financial audiences.

You take pride in accuracy, bring curiosity to your work, and see financial stewardship as a way to help your community thrive.

What we Offer?

Working with the City of Leduc means joining a team that believes in purposeful work. We're committed to supporting our people both professionally and personally. Here's what you can expect:

- Competitive compensation and comprehensive benefits, including pension contributions and wellness supports.
- A workplace that values innovation, integrity, and teamwork, where your ideas and insights are encouraged and respected.
- The opportunity to make a measurable impact, contributing to financial decisions that directly shape the growth, sustainability, and quality of life in our community.
- Professional growth and development, with access to ongoing learning, mentorship, and opportunities to expand your leadership within municipal finance.
- A culture of balance and belonging, where collaboration is key, and where you'll be part of a team that celebrates shared success.
- A free annual pass to City of Leduc recreation facilities, including drop-in programs.

Important Notes!

- The successful candidate must provide a current **Criminal Record Check** at their own expense.
- Please include a cover letter outlining how your experience aligns with this role

Ready to Join Us?

If you're ready to use your analytical expertise to make a real impact — helping shape how our community plans, grows, and invests in its future — we'd love to hear from you. Apply today at www.leduc.ca/careers and bring your financial insight to where it matters most — right here at the City of Leduc.

Competition closes at 11:59 pm (MT) on **November 26, 2025**. Due to the high volume of resumes received, we are not able to respond to individual phone calls. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.