



ASSISTANT FINANCIAL SERVICES MANAGER

Permanent / Full-Time

Do you want to make a meaningful difference in a thriving municipality while working with a supportive and high-performing team? Red Deer County is looking for a dynamic and strategic Assistant Financial Services Manager to join our Corporate Services Department.

This is more than a management position—it's your opportunity to make a meaningful impact while being supported in both your professional journey and personal well-being.

Reporting to the Financial Services Manager, you'll play a key role in supporting and management the financial activities of Red Deer County. This position is responsible for ensuring the integrity and accuracy of financial operations, including maintaining general and subsidiary ledgers, managing investments and banking functions, preparing financial statements, and overseeing year-end processes. In addition, the role provides strategic support and operational oversight for financial transactions across the organization.

What You'll Do

As the **Assistant Financial Services Manager**, you will play a pivotal role in ensuring Red Deer County's financial integrity and operational excellence. In this leadership position, you will:

- **Lead and mentor** a high-performing, service-focused team, including the Financial Coordinator, Accounts Payable & Special Projects Coordinator, and Utilities & Tax Coordinator.
- **Oversee end-to-end financial processes**, including accounts payable and receivable cycles, while aligning financial practices with organizational priorities to support long-term fiscal sustainability.
- **Manage critical financial functions**, such as utility adjustments, tax penalty entries, tax notice preparation and reconciliation, journal entry approvals, accounts receivable collections, and account code setups.
- **Maintain and reconcile ledgers**, ensuring accuracy across the County's general and subsidiary ledgers, including account creation, modification, and reconciliation.
- **Administer tangible capital assets**, overseeing balancing, processing, and coding to maintain compliance and accuracy.
- **Monitor and report** on trust accounts, and ensure timely, accurate bank reconciliations under the guidance of the Financial Services Manager.
- **Manage off-site levy accounts**, ensuring expenditures and collections are properly recorded and reported, including periodic updates on levy requirements.
- **Ensure financial compliance and accountability**, upholding Public Sector Accounting Standards (PSAS) and internal controls, and contributing to the development of financial policies and procedures.

- **Represent the County with professionalism and integrity**, interacting with auditors, government agencies, elected officials, and other stakeholders.

What You Bring to the Team

As a seasoned financial leader, you bring more than just technical expertise—you bring a passion for public service, a collaborative mindset, and the ability to inspire and support those around you. You will thrive in this role if you bring:

- **A CPA designation** and a solid foundation in public sector accounting, financial planning, and operational finance, backed by **7 years of progressive experience** in municipal or government finance, including supervisory roles.
- **Proven leadership and team development skills**, with the ability to mentor, motivate, and empower others in a collaborative and respectful environment.
- **Strategic thinking and analytical expertise**, with a strong track record of delivering multi-year financial plans, variance analysis, and data-informed recommendations that support long-term decision-making.
- **Exceptional communication abilities**, allowing you to translate complex financial information into clear, actionable insights for Council, senior leadership, staff, and stakeholders.
- **A deep understanding of municipal legislation and standards**, including the Municipal Government Act (MGA), Public Sector Accounting Standards (PSAS), and best practices in financial controls.
- **Strong technical proficiency**, particularly with Microsoft Excel and financial software systems used in municipal environments.
- **A proactive, adaptable, and solution-focused approach**, with the confidence to lead through change, manage competing priorities, and seek continuous improvement.
- **Integrity, accountability, and a collaborative spirit**, making you a trusted partner across departments and a valuable contributor to the County's positive team culture.
- Experience in project costing, utility billing, and property tax administration is an asset.
- An acceptable Criminal Record Check is required.

Why Red Deer County?

At Red Deer County, we believe that great work starts with a great workplace. Here's what you can expect when you join our team:

- **Impactful Work:** Play a key role in guiding financial strategy and long-term sustainability for a growing municipality.
- **Collaborative Culture:** Work with an engaged and professional team that values respect, transparency, and continuous improvement.
- **Work-Life Balance:** With a 35-hour work week, we promote a healthy balance between personal and professional priorities.
- **Community-Focused:** Be part of a municipality that values its people, its rural charm, and its commitment to public service.

Additional Information:

Position Type: Permanent, Full-Time

Department: Corporate Services

Hours of Work: Monday to Friday, 8:30 AM – 4:30 PM (35 hours per week)

Salary Scale: \$103,047 - \$137,076

***The starting salary is determined based on the candidate's qualifications, including their education and experience, to ensure fair and competitive compensation for the position.*

Application Details: Apply today and bring your expertise to a role where your contributions truly matter. If you're ready to be part of a supportive team and amazing work culture, we'd love to hear from you!

Submit your cover letter and resume, quoting the position title, no later than **midnight, Sunday, January 4, 2026**, to:

HUMAN RESOURCES DEPT.

hr@rdcounty.ca

www.rdcounty.ca



Join us at Red Deer County and make a meaningful impact!

*** A full position description is available upon request. ***

*Red Deer County is an equal-opportunity employer and encourages applications from all qualified individuals.
We thank all applicants for their interest; however, only those selected for an interview will be contacted.*

