



FINANCE MANAGER

The Job

The Town of Edson is seeking an experienced Finance Manager who can lead with clarity, strengthen municipal financial systems, and uphold the highest standards of public-sector stewardship. In this role, you will guide the operational functions of our Finance Department and ensure the accuracy, integrity, and efficiency of all financial activities. You will oversee day-to-day operations, support internal departments in meeting their financial obligations, and mentor a skilled team of finance professionals while helping shape financial decisions at the organizational level. You will also lead quarterly reporting, coordinate annual audit preparation, and maintain strong internal controls. Working closely with the Chief Financial Officer, you will provide analysis and strategic recommendations that support long-term sustainability, effective resource allocation, and responsible financial management.

The Candidate

You are a collaborative leader who values accuracy, accountability, and continuous improvement. With extensive knowledge of municipal finance and Public Sector Accounting Standards (PSAS), you understand the importance of transparent reporting and strong fiscal stewardship in a municipal environment. You excel at presenting complex financial information clearly, enabling informed decision-making across the organization. Your leadership approach includes mentoring staff, strengthening processes, and building productive working relationships. You navigate multiple priorities and tight deadlines with professionalism and sound judgment. Your skills and leadership style will help strengthen financial practices across the organization and support a culture of accountability and professionalism.

Further details on the required skills, qualifications, and experience are outlined in the full job description below.

About the Town of Edson and our team

Edson's growth over the years is built on the rich natural resources in the region, creating a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, explore the great recreation and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter most.

We are looking for the right fit to join our team! At the Town of Edson, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. At the Town of Edson, we prioritize culture and finding the right fit. Creating an environment where people feel supported, valued, and part of something meaningful. We believe that when the environment is right, accountability and high performance naturally follow. If you want to be part of a team where it's safe to speak up, take risks, and grow together, we'd love to hear how you see yourself as the right fit for the Town of Edson.



We're proud to be part of a community that supports growth, connection, and quality of life. Learn more about why Edson is a great place to live, work, and thrive at www.ChooseEdson.ca.

What do we offer?

Compensation

The wage range for this position is \$111,700 - \$138,500 per year.

Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- Sunlife benefits through Alberta Municipalities including a Flexible Spending Account
- An excellent defined-benefit pension plan through LAPP

How do you apply?

Please submit your resume and cover letter to the email provided below, quoting competition #EDSOM-202604. This competition will remain open until a suitable candidate is identified.

In your cover letter, tell us about how you build relationships, take initiative, prioritize accountability and grow through feedback. Lastly, we'd like to know why this position interests you and what draws you to the Town of Edson.

Applications will be reviewed and interviews scheduled as suitable applicants are identified.

Send your cover letter and resume to:

Email: humanresources@edson.ca

Be sure to quote Competition Number: EDSOM-202604

Job Description Finance Manager

General

Reporting to the Chief Financial Officer (CFO), this position is responsible for the operational leadership of the Finance Department, ensuring the accuracy, integrity, and efficiency of financial processes, reporting, and compliance. This role provides direct supervision to finance staff and supports internal departments across the organization in fulfilling their fiduciary responsibilities. The Finance Manager leads quarterly financial reporting, oversees the audit preparation process, and ensures the maintenance of the general ledger and bank reconciliations. This position supports the CFO by providing or directing financial analysis and ensuring that financial practices align with municipal standards and legislative requirements.



All Managers are responsible for modeling, upholding, enforcing, and contributing to a workplace culture of honesty, integrity, and respect, and one that is premised on the Organization's core purpose: providing meaningful, innovative, and efficient services to Edson residents.

Primary Responsibilities and Authority

- Support the oversight and administration of all financial services and functions including financial planning, analysis, accounting controls, taxation and assessment, budget development, investments, grant reporting, asset/inventory protection, and financial statements.
- Support the development of financial policy, controls, and systems, and make recommendations for improvement.
- Compare and analyze actual results with budgeted forecasts, monitor variances, identify trends, and recommend necessary actions.
- Lead the preparation and presentation of quarterly financial reports for Council.
- Manage day-to-day financial operations, ensuring timely and accurate processing of transactions and reporting.
- Support the development and recommendation of a long-range organizational planning framework by means of 4-year operational plans, and 5-year capital plans.
- Oversee and lead the audit preparation, process and coordinate with external auditors.
- Ensure the maintenance and reconciliation of the general ledger and bank accounts, with responsibilities shared between the Accounting Supervisor and Municipal Accountant.
- Lead the development and refinement of internal financial controls.
- Ensure accountability for the accuracy and integrity of departmental financial data and reporting.
- Update and maintain the Tangible Capital Assets (TCA) register and prepare TCA for the yearly audit.
- Serve as the Finance/Admin Section Chief backup in the Emergency Operations Centre during a disaster response.
- Maintain technical knowledge by attending educational workshops/webinars, and by reviewing relevant publications.
- Ensure compliance with municipal bylaws, provincial legislation, and Public Sector Accounting Standards (PSAS) and best practices in municipal finance.
- Manage the grant agreements and deadlines to enable the preparation and submission of grant status reports.
- Assume the managerial responsibilities of the Chief Financial Officer (CFO) in case of their absence.
- Perform tasks consistent with the position, including special projects and assignments as may be required on an ad hoc basis, and as assigned by the Chief Financial Officer (CFO).

Human Resources, Team Management, and Leadership

- Provide outstanding leadership by modeling the way, inspiring a shared vision, challenging the process, encouraging heart and enabling others to act.
- Create a team environment that inspires hard work, dedication, collaboration, and excellence.
- Cultivate a working environment that embodies integrity, trust, and respect.
- Train, mentor, and support staff to ensure their success and professional growth, while delegating sufficient authority to enable independent and creative completion of assignments.
- Demonstrate a commitment to building a high performing finance team while supporting a balanced lifestyle.
- Manage challenging personal and interpersonal dynamics sensitively and respectfully; respond appropriately to reports of disrespectful conduct.



- In collaboration with Human Resources, manage the hiring, terms of employment, evaluation, discipline, and termination of employees.
- Provide recommendations to the Chief Financial Officer regarding the organizational structure and staffing of the Department.

Financial and Budgetary

- Prepare and recommend annual departmental operating and capital budgets.
- Provide or direct financial analysis to support decision-making and strategic planning for the organization.
- Act as a financial liaison to other departments, providing guidance on budgeting, procurement, and financial reporting.
- Assist department managers in understanding and fulfilling their financial responsibilities.
- Support departments in adhering to procurement policies and financial compliance requirements.
- Review contracts and grant agreements for financial accuracy and reporting obligations
- Support and ensure in the development of training and documentation of financial procedures across departments
- Identify and resolve complex departmental and interdepartmental financial issues.
- Support oversight that all procurement is completed in accordance with the approved budget, the Purchasing Policy, and other legal or policy requirements.
- Support fiscal responsibility and pursue alternative funding sources (e.g. grants) wherever possible.

Health and Safety

- Model and foster a positive culture in which Health and Safety are highly valued and prioritized.
- Comply with all Town policies, work procedures, rules, safety instructions, and relevant directives in the Alberta Occupational Health and Safety Act, Regulation, and Code.
- Promote health and safety initiatives within the department.
- Participate in workplace safety initiatives, including inspections and audits.
- Report all incidents, including near misses, to appropriate personnel.

Policy Development/Administration

- Assist and support in the development, implementation and review of financial policies and procedures.
- Recommend improvements to financial systems and workflows.
- Respect organizational and staff confidentiality.

Public Relations

- Foster positive and responsible working relationships with other government agencies, the private sector, community organizations, and residents.
- Identify and develop strategies and tangible engagement plans for building and enhancing effective relationships with stakeholders and public communication.
- Establish and maintain contacts with financial contractors or consultants.



Qualifications

Skills and Characteristics

- Excellent communication skills including written, verbal/interpersonal, and presentation skills.
- Demonstrated experience in high-level analytics, problem-solving, and team leadership.
- Fully conversant in the use of Microsoft Office applications and other financial system databases.
- Ability to foster a collaborative team environment and contribute to its growth.
- Attention to detail and a high level of accuracy.
- Effective organizational and time management skills.
- History of contributing to a positive cultural environment.

Education, Experience, and Credentials

- Certified Professional Accounting Designation (CPA or equivalent) is required.
- Post-secondary degree or diploma in accounting, finance, or a related Field.
- NACLAA Level I considered an asset
- Minimum of 5 years directly related progressively responsible experience managing and supervising municipal financial employees. Preference to Alberta experience.
- Strong leadership and team-building skills.
- Ability to manage multiple priorities under deadline pressure.
- Advanced knowledge of municipal finance systems and Public Sector Accounting Standards.
- Experience with municipal software such as Diamond (Great Plains), Questica, and Asset management software.

Alternative combinations of education and experience which demonstrably provide the required knowledge, and skills may be eligible in certain circumstances.

Working Conditions

The following conditions can be consistently expected in this position.

Physical	Cognitive	Logistical
<input type="checkbox"/> Safety-Sensitive Work <input type="checkbox"/> Extreme Heat or Cold <input type="checkbox"/> Heavy Lifting <input type="checkbox"/> Working at Heights <input type="checkbox"/> Working in Confined Spaces <input type="checkbox"/> Working Outdoors <input checked="" type="checkbox"/> Office Environment <input type="checkbox"/> Physically Strenuous Work <input type="checkbox"/> Hazardous Material Handling <input checked="" type="checkbox"/> Repetitive Tasks	<input checked="" type="checkbox"/> Stressful Situations <input checked="" type="checkbox"/> Frequent Multitasking <input checked="" type="checkbox"/> Fast-Paced Environment <input checked="" type="checkbox"/> Minimal Supervision <input checked="" type="checkbox"/> Difficult Conversations <input checked="" type="checkbox"/> Frequent Change <input checked="" type="checkbox"/> Confidential Situations	<input checked="" type="checkbox"/> Computer Operation <input checked="" type="checkbox"/> Variable Hours <input checked="" type="checkbox"/> Long Hours <input type="checkbox"/> Multiple Work Locations <input type="checkbox"/> Remote Working Conditions <input checked="" type="checkbox"/> After-Hour Meetings