

Accounting and Audit Administrator

Position ID: J0526-0067

Job Title: Accounting and Audit Administrator

Job Type: Full Time

Department: Accounting Services

Number Of Positions: 1

Min Salary: \$36.62/Hour

Max Salary: \$45.78/Hour

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Accounting and Audit Administrator provides centralized administrative and coordination support to the Accounting team, with a primary focus on audit readiness, grant documentation, and shared finance intake functions. The role supports external audit processes, assists with grant administration documentation, and manages shared inboxes, along with document control and tracking processes.

This position plays a critical role in ensuring documentation is complete, organized, and audit-ready while supporting consistent and efficient processes across Finance. By coordinating high-volume administrative and documentation activities, the role enables professional staff to focus on accounting analysis, reporting, and advisory work, while strengthening audit preparedness, reducing key person dependency, and enhancing internal service delivery.

The role operates in a high-volume, deadline-driven environment and is well suited to individuals who are highly organized, detail-oriented, and take pride in bringing structure, consistency, and follow-through to complex processes.

Responsibilities include:

Audit and Financial Reporting Support

- Coordinates documentation requests related to external audits and yearend financial reporting under the direction of CPAs and the Accounting Team Leader.
- Manages audit Prepared By Client (PBC) lists, including tracking request status, deadlines, and follow ups.
- Pulls supporting documentation and evidence from financial systems and internal records and organizes materials into standardized audit evidence folders.
- Coordinates audit-related document requests across Finance and with other departments as required.
- Maintains version control and organization of audit working folders and yearend documentation.
- Schedules audit meetings and coordinates follow ups as required.

Grant Administration Support

- Coordinates grant documentation packages by collecting required backup information from departments.
- Tracks grant submission deadlines and documentation status.
- Maintains organized grant files and supporting documentation repositories.
- Prepares draft grant schedules and summaries for CPA review and sign off.
- Supports consistent documentation standards for grant compliance and audit purposes.

Finance Intake and Shared Inbox Management

- Monitors Finance, Accounts Payable, and Accounts Receivable shared inboxes.
- Triage incoming requests and routes inquiries to the appropriate Finance staff.
- Provides administrative follow ups and status updates to internal stakeholders as required.
- Tracks and coordinates responses to common finance inquiries to support consistent service levels.



Accounts Payable and Accounts Receivable Administrative Support

- Provides administrative support to AP and AR functions, including inbox management and document handling.
- Assists with basic reporting, document control, and file maintenance.
- Supports standardization of documentation processes across transactional finance functions.
- Acts as backup support for AP and AR during peak periods.

Documentation, Tracking, and Process Support

- Maintains trackers for audit requests, grants, deadlines, submissions, and follow ups.
- Supports document assembly for yearend binders, financial reporting working papers, and standard schedules.
- Ensures consistent file organization, naming conventions, and documentation discipline within Finance.

You Bring:

- Post secondary education in Business Administration, Accounting or Finance is preferred.
- Minimum of two (2) to four (4) years of administrative or coordination experience, preferably in a finance, accounting, audit, or compliance related environment.
- Experience supporting audit processes, financial documentation, or grant administration is an asset.
- Familiarity with document management, tracking tools, and administrative coordination in a complex organization is preferred.
- Strong organizational and coordination skills with a high attention to detail.
- Demonstrated ability to manage multiple competing deadlines and priorities.
- Strong document management and record keeping discipline.
- Ability to follow established processes while improving consistency and efficiency.
- Clear written and verbal communication skills.
- Strong customer service orientation when dealing with internal stakeholders.
- High level of discretion and professionalism when handling sensitive financial information.
- Proficient in Microsoft Office applications; experience with financial systems and document management tools is an asset.

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, our employees also enjoy:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and are appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

The position is full time (37.5 hours per week) and a comprehensive benefits package is included.

*Please provide a cover letter along with your resume as a means of introducing yourself and your interest in this role.

Next Steps:

Candidates are invited to apply online. We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.

