

The Opportunity

Are you an experienced accounting professional with a passion for leadership, financial stewardship, and public service? Lacombe County is seeking a **Supervisor of Accounting Services** to join our Corporate Services team and play a critical role in overseeing the County's accounting and payroll functions.

Lacombe County, located in Central Alberta, is a dynamic rural municipality providing a broad range of services to residents, businesses, and industry. Reporting to the Manager of Finance, the Supervisor of Accounting Services is responsible for the day-to-day leadership of accounting operations, payroll administration, and financial controls, while supporting key corporate initiatives such as budgeting, audits, grant reporting, asset management, and project costing.

Our ideal candidate is a collaborative leader with strong technical accounting knowledge, proven supervisory experience, and the ability to manage complex financial systems in a municipal environment.

Key Responsibilities

- As Lacombe County's Supervisor of Accounting Services, you will:
 - Provide leadership and direct supervision to Finance staff, including accounts payable, accounts receivable, utilities, and reception, with a strong focus on mentorship, performance management, and team development.
 - Assist the Manager of Finance in the financial management of Lacombe County's funds in accordance with generally accepted accounting principles and regulatory standards.
 - Oversee accounting services for subsidiary and partner entities, including review of financial statements and board reports.
 - Lead payroll operations, including review and approval of monthly payrolls, year-end payroll and pension reporting, and interpretation of employment standards legislation and benefits programs.
 - Manage grant financial processes for all departments, including applications, monitoring, reconciliation, and interim and final claims.
 - Support preparation of budgets, financial reports, variance analysis, and year-end adjusting entries.
 - Oversee tangible capital asset accounting, project and work order costing, inventory controls, and gravel inventory processes.
 - Maintain strong audit controls and support the annual external audit.
 - Serve as a technical resource for financial and payroll software systems, including security management, process improvement, end-user training, and system enhancements.

Key Qualifications

- Post-secondary education in Accounting, Business, Commerce, or a related field, or an equivalent combination of education and progressively responsible accounting experience; having obtained or progress toward a CPA (Chartered Professional Accountant) designation is preferred.



- Several years of progressive accounting experience with strong knowledge of GAAP and PSAS in a computerized environment.
- Proven leadership and supervisory experience, including staff performance management.
- Extensive payroll and benefits administration experience; PCP or CPM designation is an asset.
- Strong analytical, organizational, and problem-solving skills with advanced Excel proficiency; municipal software experience is an asset.
- Ability to interpret legislation and policy, communicate effectively with diverse stakeholders, and manage competing priorities independently; grant financial management experience is an asset.

Required Competencies

- **Leadership & Mentorship:** You inspire, coach, and support your team while maintaining accountability and professionalism.
- **Financial Acumen:** You bring a strong understanding of accounting, payroll, and municipal finance best practices.
- **Strategic Thinking:** You can analyze financial data, improve systems, and support organizational decision-making.
- **Integrity & Confidentiality:** You work with discretion and uphold the highest standards of ethical conduct.
- **Collaboration:** You build positive working relationships across departments and contribute to organizational success.

Why Lacombe County?

Lacombe County is committed to maintaining a vibrant, healthy, safe, caring and inclusive work environment. We hire great people who are looking to contribute to our respectful workplace. We support a work-life balance and offer an excellent compensation package including:

- A pension for Life! This position participates in the Local Authorities Pension Plan, a defined benefit pension plan, where a monthly pension is paid to you for life upon retirement.
- A comprehensive group health and dental plan *plus* an annual health/wellness spending account.
- Professional development support and opportunities.
- Annual vacation that increases with each year of employment *plus* participation in the flex time program.

At the County, employees feel connected. They feel valued and have a sense of belonging. Our open door, collaborative and supportive work environment encourages employees to share ideas and work together as a team. It's a respectful workplace and employees are encouraged to express opinions and ideas. And, it's a flexible workplace so that you can balance the work commitments with your life commitments.

To express interest, please forward your application no later than May 4, 2026, to: hr@lacombecounty.com.

We thank all applicants for their interest; however, only those invited for an interview will be contacted. **Please note:** All applicants must be legally entitled to live and work in Canada.

This competition may remain open longer until a suitable candidate is found.