

Capital Budget Coordinator

Position ID: J0426-0065

Job Type: Full Time

Department: Corporate Services and CFO

Number Of Positions: 1

Min Salary: \$52.62/Hour

Max Salary: \$65.77/Hour

Closing Date: April 22, 2026

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 Capital Budget Coordinator is a senior professional role responsible for coordinating, leading, and overseeing the financial management of the City of Airdrie's multi-year capital plan. This position provides strategic financial leadership in capital budgeting, long-term funding strategies, debt management, reserves, and developer levies, while ensuring full compliance with applicable legislation, policies, and public sector accounting standards.

Reporting within the Finance leadership structure and working closely with budget managers,

leadership, and Council, the Capital Budget Coordinator oversees capital financial processes, mentors Financial/Capital Analysts, and serves as a key advisor on complex, high-risk and high-value capital financial matters.

This position is designed for an experienced CPA with strong municipal finance expertise, leadership capability, and the ability to translate complex financial information into clear, decision-ready advice.

Responsibilities include:

Strategic Capital Planning and Leadership:

- Lead and coordinate the financial planning, development, and ongoing management of the multi-year capital budget.
- Provide strategic advice on funding strategies, debt financing, reserve utilization, and long-term financial sustainability.
- Identify emerging financial risks, pressures, and opportunities across the capital plan, and recommend mitigation strategies.
- Serve as a subject-matter expert on capital financing, debt limits, reserve strategies, and developer levies.

Oversight of Capital Analysis and Reporting:

- Oversee quarterly capital forecasting, projections, and variance analysis to ensure consistency, accuracy, and alignment with Council-approved budgets.
- Review complex financial analyses related to capital projects, debt capacity, reserve balances, and off-site levies.
- Ensure financial information provided to leadership and Council is accurate, complete, and clearly communicated.
- Lead the preparation and coordination of capital-related sections of quarterly financial reports, capital budget amendments, capital funding and financing strategies, and Council and Committee reports.

Policies, Controls, and Governance:

- Lead the development, review, and implementation of capital-related financial policies, procedures, and internal controls.
- Ensure compliance with PSAS, legislation, Council-approved policies, and bylaws, including the Debt Management Policy, Reserve Policy, and Off-Site Levy Bylaw.
- Provide expert guidance on policy interpretation and application across the organization.
- Lead continuous improvement initiatives related to capital financial processes, systems, and reporting.

Team Leadership and Collaboration:

- Provide functional leadership, mentoring, and technical oversight to the Financial/Capital Analysts.
- Coordinate work planning, prioritize competing capital finance requirements, and ensure service levels are maintained.
- Act as a key liaison between Finance, client departments, leadership, and external stakeholders.
- Support external auditors during the annual financial audit as it relates to capital, debt, reserves, and levies.

You Bring:

- Bachelor's Degree in Business, Commerce, Accounting, Finance or a related field
- Chartered Professional Accountant (CPA) of Canada
- Min 5 years of progressively responsible experience in capital finance, budgeting, and financial reporting, preferably in a municipal environment
- Knowledge and experience working with Public Sector Accounting Standards (PSAS)
- Demonstrated experience with capital funding strategies, debt management, and financial governance
- Exceptional analytical and problem-solving ability with a strategic mindset
- Strong leadership, coaching, and relationship-building skills
- Excellent communication and presentation skills
- Strong Microsoft Office skills with an emphasis on Excel, PowerPoint and SharePoint
- Well-developed interpersonal skills and the ability to influence and form collaborative relationships
- Desire to coach and mentor highly skilled professionals/analysts within the team
- Ability to identify opportunities for improvements, optimize the use of technology and manage change
- Ability to clearly communicate complex financial matters to non-financial audiences, leadership, and Council
- Proven ability to manage complex, high-impact issues with professionalism, discretion, and accountability

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- 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 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 at [City of Airdrie - Job Opportunities](#). 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.

