

## Financial Services

Competition #J0526-0217

### Manager, Accounting & Reporting

One (1) Temporary Full-Time Position



The City of Fort Saskatchewan is seeking a professional, positive, and detail-oriented individual to join our Finance Team. Reporting to the Chief Financial Officer, the Manager, Accounting & Reporting leads the City of Fort Saskatchewan's financial accounting and reporting functions. This includes oversight of internal controls, financial reporting, treasury and cash flow management, tangible capital asset (TCA) accounting, audit processes, and compliance with regulatory and accounting standards.

The role supports both day-to-day financial operations and long-term fiscal planning to ensure the City's financial sustainability. This position works closely with Budget and Financial Planning and Revenue Services.

Responsibilities include, but are not limited to:

- Provide strategic oversight of financial governance and ensure the integrity of financial disclosures to Council and external stakeholders.
- Lead the preparation and review of year-end financial statements, working papers, and audit deliverables.
- Lead development of investment strategies aligned with the City's risk tolerance and long-term financial goals.
- Oversee treasury operations, including investment portfolio management, banking relationships, and cash flow forecasting.
- Ensure integration of Tangible Capital Asset (TCA) Accounting with long-term capital planning and funding strategies.
- Provide leadership and oversight of accounts payable and receivable functions through the Senior Accountant – Financial Reporting.
- Manage financial reporting for all grants received by the City.
- Offer financial oversight and advisory support to departments beyond direct reporting lines, including utility billing, property tax billing, payroll, procurement, and asset management.
- Lead and support strategic financial initiatives, including the City's ERP replacement project.
- Act as a key liaison for internal departments, external auditors, government agencies, and service providers.

The successful candidate will possess a University degree in accounting, finance, or a related field. Ongoing professional development in public sector finances, leadership, and policy is considered an asset. CPA Designation (CA, CMA, or CGA) in good standing is required and must be maintained throughout the term of employment. A minimum of 5 years of advanced experience in accounting and finance, preferably in a municipal or public sector environment is required. The incumbent will have expertise in Public Sector Accounting Standards, policy development, and knowledge with ERP systems. Excellent supervisory, management, and leadership skills working across all levels of the organization is essential. Proficiency in ERP systems (e.g., Microsoft Dynamics GP), experience with budgeting tools (e.g., Financial Managers Workbench (FMW Web), and reporting platforms (e.g., Power BI) is preferred. Strong Excel skills are required, as well as comfortability in learning and adapting to new financial technologies. This position requires strong analytical, organizational, and problem-solving skills, and the ability to communicate complex financial information clearly and effectively.

**Hours of Work:** 37.5 per week; Monday to Friday

**Duration:** August 4, 2026 – August 4, 2028

We believe in supporting our employees both professionally and personally. In addition to a positive and collaborative work environment, we offer the following:

- Competitive wages
- Training/education and professional development opportunities
- 50% discount for you and your family to applicable City facilities
- This position is not eligible for benefits or pension

The City of Fort Saskatchewan offers a wage range of \$63.49 to \$74.69 per hour. Qualified applicants are invited to apply in confidence no later than **Thursday, June 25, 2026**, through the Career Portal on the City's website at [www.fortsask.ca](http://www.fortsask.ca).



Take your Career in the Right Direction

Fort Saskatchewan, home to nearly 30,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta Region 4, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

***The City of Fort Saskatchewan thanks all applicants for their interest and advises those applicants under consideration will be contacted.***