



EMPLOYMENT OPPORTUNITY



Municipal Accounting Technician **Competition No. JP26-019** **External Posting**

Duration: Permanent Full Time
Manager: Finance Manager
Wage: \$83,799.00 - \$100,662.00 per/year plus benefits & pension
Hours of Work: 37.5hrs/week: Monday – Friday 8:00am – 4:30pm
Close Date: Open Until a Suitable Candidate is Found

POSITION SUMMARY:

The Municipal Accounting Technician is responsible for performing a variety of accounting and financial tasks to support the Municipality's operations, with a significant focus on capital project accounting. This role ensures accurate recording, reporting and reconciliation of financial transactions in compliance with Public Sector Accounting Standards (PSAS), municipal policies, and regulatory requirements.

WORK ENVIRONMENT

- Office environment with occasional attendance at offsite meetings as well as occasional meetings outside regular hours.
- May require extended hours during budget preparation and year-end processes.

DUTIES AND RESPONSIBILITIES:

Capital Accounting & Asset Management

- Maintain and reconcile capital project accounts, including tracking expenditures, commitments, and funding sources.
- Prepare and monitor capital budgets, ensuring alignment with approved plans and funding agreements.
- Assist with the capitalization and disposal of assets, including proper classification, valuation, and depreciation in accordance with PSAS.
- Support the development and maintenance of the municipality's Tangible Capital Asset (TCA) register.
- Prepare reports on capital project status for management and council.
- Maintain and reconcile financial data in the asset management system.

General Accounting Duties

- Process journal entries, reconciliations, and adjustments for general ledger accounts.
- Assist with month-end and year-end closing procedures, including preparation of working papers and schedules.
- Support preparation of financial statements and annual audit requirements.
- Monitor compliance with municipal financial policies and internal controls.

Financial Analysis & Reporting

- Prepare detailed financial reports for internal and external stakeholders.
- Application and reporting for allocated grant programs.
- Analyze variances and provide explanations for budget to actual differences.
- Assist in forecasting and long-term financial planning related to capital projects.

Other Duties

- Respond to inquiries from departments regarding financial transactions and budgets.
- Participate in process improvements and system upgrades related to financial management.
- Perform other related duties as assigned.

Posted – May 29th, 2026



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QUALIFICATIONS:

- Diploma in Accounting, Finance, or related field; a professional designation (CPA) or working toward one is an asset but not required
- Minimum 3 years of experience in accounting, preferably in a municipal or public sector environment
- Strong knowledge of Public Sector Accounting Standards (PSAS) and municipal financial practices
- Proficiency in GP Dynamics accounting software and Microsoft Office Suite (Excel, Word)
- Excellent analytical, organizational, and communication skills
- Ability to manage multiple priorities and meet deadlines with accuracy
- Strong interpersonal skills
- Standard First Aid/CPR/AED Level C considered an asset
- Ability to provide a clean Police Information Check

Please indicate the competition number when submitting your resume and cover letter by mail or e-mail in confidence to:

Human Resources
Town of Taber
4900 A 50 St.
Taber, AB T1G 1T1
Fax: 403-223-5530
E-mail: hr@taber.ca

We wish to thank all applicants for applying, however only those selected for interviews will be contacted.