

The Opportunity

The Financial Specialist is a key member of the Corporate Services team and is responsible for supporting intermediate accounting and payroll functions across Lacombe County and partner organizations.

Reporting to the Manager of Finance, the Financial Specialist provides technical accounting support, including financial reconciliations, accounts receivable administration, and full-cycle payroll processing for partner organizations. The role collaborates with internal teams to support financial reporting, audit requirements, and the continuous improvement of financial processes.

Key Responsibilities

Accounting & Financial Operations

- Monitor and manage accounts receivable, including collections, interest calculations and reporting.
- Reconcile sub-ledgers (e.g., security deposits, inventory) to the general ledger and investigate discrepancies.
- Prepare and process monthly journal entries, including purchasing card transactions and suspense account clearing.
- Assist in month-end and year-end processes, including audit preparation and reporting requirements.
- Support grant payment processing and ensure expenditures align with approved budgets.
- Administer the Community Aggregate Levy, including collections, reconciliations, and reporting.
- Support inventory accounting processes, including reconciliations, tracking, and annual costs.

Payroll & Benefits Administration

- Complete full-cycle payroll processing for partner organizations.
- Assist with Lacombe County firefighter payroll processing.
- Provide backup coverage for the Lacombe County Payroll Officer.

Coordination & Support

- Assist with bank deposit preparation and general financial administration as required.
- Provide support and guidance to staff using financial job costing systems.
- Maintain a high level of accuracy, confidentiality and professionalism in all financial activities.
- Contribute to the continuous improvement of financial processes, controls and systems.

Key Qualifications

Technical

- Post-secondary diploma in accounting, finance, or a related field; or an equivalent combination of education and experience.
- Experience performing accounting duties, including reconciliations, reporting and payroll processing.
- Knowledge of payroll legislation, statutory deductions and benefit administration.
- Experience in a municipal or public-sector environment is considered an asset.
- Proficiency with Microsoft Office 365 (particularly Excel) and Windows-based accounting systems.
- Strong understanding of financial controls, processes and accuracy requirements.



Core Competencies

Analytical & Detail-Oriented

- Demonstrated ability to work with complex financial data and maintain a high level of accuracy.
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines.

Collaboration & Communication

- Proven ability to build and maintain positive working relationships with internal and external stakeholders.
- Effective communication skills, with the ability to explain financial information clearly and professionally.

Customer Service & Teamwork

- Strong service-oriented approach, with a commitment to supporting internal clients and the public.
- Ability to work independently and collaboratively as part of the Corporate Services team.

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.
- 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.

If you are a professional with a solid understanding of accounting and financial operations, has a commitment to public service, and who is passionate about making a positive impact, we invite you to apply and help us build a safe, vibrant, and innovative community.

To express interest, please forward your application no later than 8AM, July 6, 2026, to: hr@lacombecounty.com.

We thank all applicants for their interest; however, only those invited for an interview will be contacted.

Applications will be reviewed and scheduled for an interview as they are received.

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.