



## **Finance Officer – Finance, Corporate Services (Full-Time, Permanent)**

As a Finance Officer, you “Take care of Banff” by overseeing a variety of accounting and finance functions and activities. Your professional accounting expertise is blended with your ability to work closely with Finance team members and support financial literacy and empowerment across the organization.

This senior finance position reports to and supports the Finance Controller and is accountable for providing sound financial analysis and advice, financial and regulatory reporting, budgeting, and forecasting, asset preservation, oversight of financial information systems, internal controls, and members of the finance team. With a focus on continuous improvement and service excellence, the Finance Officer fosters a workplace culture focused on accountability, excellence, and connection. Consistent with corporate strategic priorities and applicable rules and regulations, this position performs the planning, organization, development and coordination of budget and budget related management activities for the entire organization.

This position operates at a senior level as it deals with high complexity matters and requires independent problem-solving. It maintains positive public perception of the municipality by ensuring fairness, transparency and openness in the Town’s budget and financial planning processes while safeguarding confidential information. A high degree of professional judgment and independence is required in performing these duties while advising and liaising with Town departments to maintain strong working relationships.

### **Duties, Responsibilities and Authorities:**

- Develop budget and forecasts, supporting the development of long-term operating and capital plans and funding strategies
- Support/assist with presenting budget to Senior Leadership and Council for approval and identifying and explaining quarterly variances
- Perform fixed asset accounting, including asset lifecycle planning, adding new fixed assets, recording depreciation, recording dispositions, and statistical reporting
- Support preparation of annual financial statements and associated working documents for year-end and provide support for the annual financial statement audit process
- Prepare and review external reports (e.g., grants reporting, provincial or intergovernmental requirements reporting)
- Prepare financial reports and analysis for Council, as well as internal stakeholders (management /operations /administration) and public /external financial reports
- Prepare other financial, operational, or administrative reports and analysis (e.g., value for money, cost-benefit, payback, buy or lease, taxes, revenue, expense trend analysis, etc.)
- Provide analysis and information related to payroll
- Support leaders with strategic planning, providing sound financial advice and analysis
- Supervision of staff

### **Training and Support:**

- Determines budget training requirements for the Town departments and develop training material
- Provides on-going training and support on budget policies, procedures, and system
- Leads assigned projects and maintain files, monitors project progress to ensures project tasks are completed as scheduled
- Develops and presents assigned business cases, budget reports, financial analysis as needed
- Documents and updates financial policies, budget process, and procedures
- Assists Managers with month-end, quarter-end, and year-end processes
- Builds effective process and good lines of communication to maintain strong working relationship within the organization
- Troubleshoots issues or problems relating to department financials and systems as needed
- Assist in training and supporting employees to meet operational needs.

### **What do you bring?**

Your qualifications demonstrate your skills and experience in reporting and delivering financial reports, including operating and capital budgets and reserves, bylaws and policies. You are knowledgeable of the financial administration responsibilities outlined in the Municipal Government Act (MGA) and can lead and collaborate with a team to achieve optimal performance of the Town’s financial services: property assessment and taxation, financial planning (including budgeting and reporting), utility billing, accounts payable and receivable, customer service and payroll administration.

You support team achievement by providing clear expectations and a supporting and engaging work environment. You have a reputation for building relationships founded on respect and trust within and outside the organization by adapting your interaction style according to financial acumen.

**Education & Experience:**

- Post-secondary degree or diploma in finance, accounting, or commerce
- Must possess an Accounting Designation (CPA, CA, CMA, CGA)
- At least seven (7) years of experience in senior or increasingly more responsible financial or accounting roles, preferably in municipal government.
- Public sector or not for profit experience would be considered an asset (Public Sector Accounting Standards PSAS or Non-Profit Organization Accounting Standards ASNPO)
- Senior level experience and subject matter expertise in finance and accounting fields, with the ability to influence and support teammates
- Experience working with various financial systems (Great Plains and or Quesitica considered an asset)
- Project management experience will be considered an asset

**Rate of Pay: \$86,920.38/year to \$108,650.48/year.** Compensation will be calculated based on the successful candidate's related work experience and education

**Work Schedule:** Monday- Friday 35 Hour Work Week

**Benefits:** Comprehensive group health benefits, competitive retirement benefits, and a variety of non-traditional benefits following your start date, not the least of which is working with a dedicated team and living in a beautiful national park setting.

Working safely is a condition of employment at the Town of Banff. As part of our internal responsibility system, all employees are accountable for adhering to Occupational Health and Safety legislation and Town of Banff safety protocols. The Town of Banff's safety culture philosophy is one of continuous improvement, so we look forward to your suggestions to make our workplace even safer.

To apply please submit a copy of your resume and cover letter to: Email: [jobs@banff.ca](mailto:jobs@banff.ca) – Attention: Palki Biswas, Finance Controller

Mail: Town of Banff, Box 1260, Banff, AB, T1L 1A1

Drop Off: 110 Bear Street

**The Town of Banff appreciates the interest from all applicants and will directly contact those being considered for an interview.**

**For more information about why the Town of Banff could be your next great career move, please visit [www.banff.ca/careers](http://www.banff.ca/careers) .**