

Financial Services Department
Competition #J0826-1019
Budget & Financial Planning Technician
One (1) Permanent Full-Time Position

Reporting to the Manager, Budget and Financial Planning, the Budget and Financial Planning Technician will provide technical, administrative, and coordination support to the Budget and Financial Planning business unit.

Responsibilities include, but are not limited to:

- Coordinate meetings, correspondence, information requests, document reviews, and workflows among internal stakeholders to support budget and business planning processes and timelines.
- Provide administrative support on confidential or sensitive matters and safeguard budget and financial information.
- Assist with preparing operating and capital budget documents, departmental business plans and workplans, and related materials.
- Coordinate the production and distribution of budget materials for review, Leadership consideration and Council deliberations.
- Administer and maintain the business unit's SharePoint sites, document libraries, workflow, permissions, templates, and content that support effective document management and collaboration.
- Identify and recommend opportunities to improve efficiency, consistency, and effectiveness of budgeting, business planning, and administrative processes.
- Provide support and guidance, respond to inquiries, and help resolve issues related to budget and business planning processes, systems, documentation and timelines.
- Build and maintain positive working relationships with internal and external stakeholders.

The successful candidate will have a post-secondary Diploma in Business Administration, Finance, Public Administration, or related field. A Local Government Certificate is considered an asset. A minimum of 4 years of progressively responsible experience in a finance, budgeting, business administration, or a related environment is required. Experience supporting cross-functional initiatives and coordinating business processes is an asset. The ideal candidate will have knowledge of process documentation, workflow design, records and information management, privacy, and confidentiality practices. The incumbent will demonstrate a continuous improvement mindset, and have the ability to learn, assess, and apply new technology. Advanced proficiency in M365 including SharePoint, Excel, Word, PowerPoint, and Teams, as well as Adobe Acrobat/Foxit is crucial for this position. Knowledge of financial, budgeting, asset management, or other business systems is considered an asset. Strong interpersonal, written and verbal communication skills are imperative to establish working relationships with employees, leadership, and external stakeholders.

Hours of Work: 37.5 hours per week; Monday to Friday.

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
- Comprehensive health, dental, and vision benefits
- Local Authorities Pension Plan (LAPP)
- Employee and family assistance program (EFAP)
- Health & Wellness Spending Accounts
- Earned Days Off (EDO's)
- Training/education and professional development opportunities
- 50% discount for you and your family to applicable City facilities

The City of Fort Saskatchewan offers a salary range of \$72,969.00 to \$85,839.00 per annum. Qualified applicants are invited to apply in confidence no later than **Thursday, September 17, 2026**, through the Career Portal on the City's website at www.fortsask.ca



Take your Career in the Right Direction

Fort Saskatchewan, home to more than 27,000 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.