



Finance Manager

The Town of Drumheller is looking for a capable, motivated finance professional to lead our day-to-day financial operations as **Finance Manager**. Reporting to the Director of Finance & Corporate Services, this position keeps the Town's finances accurate, timely, and compliant — and gives the right person real ownership, real visibility, and a clear runway to grow.

About the Role:

Working alongside the Director and the Finance team, you will lead:

- Accounting, general ledger, month-end and year-end procedures
- Budget coordination, forecasting, variance reporting, and financial analysis
- Financial reporting, statutory filings, and support for the annual audit
- Property assessment, taxation, and utilities administration
- Payroll coordination, receivables, payables, and internal financial controls
- Supervision, coaching, and development of assigned Finance staff

You will prepare the reporting and analysis that Council, the CAO, and the Senior Leadership Team rely on to make decisions — and you'll see the results of that work in the community you live in.

What We're Looking For:

The ideal candidate will bring:

- Post-secondary education in accounting, finance, business administration, economics, or a related field
- CPA designation (or equivalent); an equivalent combination of advanced municipal finance experience, education, and credentials will be considered
- Five years of progressively responsible experience in accounting, budgeting, reporting, audit, and financial systems
- At least three years of supervisory or management experience
- Municipal or public-sector experience is preferred; NACLA Level I or II or a recognized public administration program is an asset
- Strong communication skills, sound judgment, and the ability to balance competing priorities

We are open to the right person, not just the perfect résumé. If you are an accountant or senior analyst ready to take on your first full management portfolio, and you can show us the judgment and drive to grow into it, we encourage you to apply. We will look seriously at candidates whose potential outweighs their years.

Why Drumheller?

Located in the heart of the badlands and known worldwide as the "Dinosaur Capital of the World," Drumheller offers a short commute, an affordable cost of living, river valley trails out your back door, and a community small enough that your work is visible — and big enough that it matters.

This is a permanent, full-time, out-of-scope position based at Town Hall, with a salary range of \$104,447 to \$131,689, LAPP pension, and a comprehensive benefits package.

If you are ready to step into a leadership role with room to grow, we invite you to review the full job description and apply.



TITLE: Finance Manager

DEPARTMENT: Finance and Corporate Services

REPORTS TO: Director of Finance and Corporate Services

POSITION SUMMARY:

The Finance Manager leads the day-to-day delivery of the Town's finance operations, including accounting, budgeting support, financial reporting, taxation, assessment administration, payroll coordination, utilities, and internal financial controls. The position ensures financial information is accurate, timely, and compliant; supervises assigned Finance staff; supports the annual audit; and provides analysis and recommendations to the Director and Senior Leadership Team to support responsible stewardship of public funds and the Town's long-term financial sustainability.

KEY ACCOUNTABILITIES:

Financial Planning and Budgeting

- Administers the Town's financial accounting systems, procedures, chart of accounts, general ledger, associated sub-ledgers, and accounts—including payables, receivables, payroll, and utilities—to maintain accurate, current records and compliance with federal, provincial, and municipal requirements.
- Completes month-end and year-end general ledger procedures.
- Develops new and reviews existing municipal financial policies, procedures, and long-term financial plans under the direction of the Director.
- Coordinates with the Director, the Finance team, and the Town's appointed auditors to prepare year-end working papers, support the audit process, and complete the annual audited financial statements.
- Prepares monthly, quarterly, and annual financial reports, reconciliations, statutory filings, GST returns, analyses, and supporting materials for review by the Director, the Senior Leadership Team, and Council.
- Coordinates the annual operating and capital budget process, consolidates departmental submissions, maintains budget working papers, prepares forecasts and variance reports, and supports the Director in presenting financial plans and recommendations to the Senior Leadership Team and Council.
- Administers the Town's property assessment and taxation functions, coordinates the contracted assessment service, verifies the timely preparation of assessment and tax rolls.
- Manages bank accounts and cash flow in accordance with established municipal policy and approved signing authorities.
- Oversees municipal grant applications and manages compliance reporting in collaboration with responsible departments.
- Oversees account receivables and payables as well as Town Hall reception services.
- Ensures finance records are accurately classified, retained, secured, archived, and disposed of in accordance with Town records-management procedures, applicable legislation, and established retention schedules.
- Administers the financial controls supporting procurement and purchasing, including verification of authorization, coding, budget availability, payment documentation, and compliance with the Town's purchasing policy; escalates exceptions and significant procurement matters to the Director.

Financial Analysis & Reconciliation

- Supports senior leadership team with business cases, including staffing/service level options, through research and recommendations.



- Prepares confidential costing and financial impact analysis to support the Director and the CAO in collective bargaining and labour relations, including proposals and workforce planning scenarios.
- Ensures compliance with the Municipal Government Act (MGA) and the Public Sector Accounting Standards.

Operational Leadership and Corporate Support

- Supervises assigned Finance staff, including recruitment support, onboarding, work planning, performance expectations, coaching, and evaluations, in accordance with Town policy, applicable collective agreements, and legislation.
- Maintains working knowledge of all Town policies, procedures, and bylaws.
- Conducts research and prepares analyses, briefing materials, and reports related to financial policies, financial systems, service-costing initiatives, and assigned corporate projects.
- Adherence to the Town of Drumheller's health and safety and emergency management policies, procedures, and relevant legislation.
- Completes special projects and other duties, as assigned.

EDUCATION & EXPERIENCE:

- Post-secondary degree or diploma in accounting, finance, business administration, economics, or a related field.
- Holds a Certified Professional Accounting Designation (CPA or equivalent); an equivalent combination of advanced municipal finance experience, education, and professional credentials may be considered.
- Preference will be given to those with public service certification such as NACLA Level I or II or a recognized public administration program.
- A minimum of five years of progressively responsible experience in financial accounting, budgeting, reporting, audit, and financial systems, including at least three years of supervisory or management experience; municipal or other public-sector experience is preferred.

ADDITIONAL REQUIREMENTS:

- Possesses familiarity with municipal and provincial legislation and municipal governance practices, including Council procedures, the Access to Information Act (ATIA), and the Protection of Privacy Act (POPA).
- Demonstrates strong leadership and people-management skills, including the ability to coach staff, address performance concerns, and support a respectful workplace.
- Proficient with the Municipal Government Act (MGA), Public Sector Accounting Standards accounting and reporting standards, and other provincial statutes and legislation.
- Demonstrates strong written and verbal communication skills and the ability to handle conflict or difficult situations with professionalism and sound judgement.
- Demonstrates exceptional organizational and time management skills and the ability to balance competing priorities in a fast-paced, public-facing environment.
- Advanced proficiency with financial management and computer systems applications.
- Effective problem solver with the ability to recommend solutions and to convey those solutions in confidence.
- Strict sense of integrity and commitment to the Town of Drumheller's confidentiality policy and all applicable privacy laws.
- Holds a valid Class 5 driver's license and can obtain a satisfactory criminal record check.



OTHER INFORMATION:

Payroll Category:	Salary
Employment Category:	Permanent Full-Time
Union Category:	Out-of-Scope
Pay Grid Category:	Manager III, \$104,447 - \$131,689
Description Last Reviewed:	September 8, 2026

Approved by CAO: *Eluambad* Date: *September 10, 2026*

