



Director of Finance & Corporate Services

The Town of Drumheller is seeking an experienced, strategic, and collaborative leader to join our Senior Leadership Team as **Director of Finance & Corporate Services**. Reporting to the Chief Administrative Officer, this executive position provides leadership over the Town's financial operations, corporate services, and organizational planning. The successful candidate will help guide financial sustainability, support informed decision-making, and contribute to the delivery of exceptional municipal services.

About the Role:

As a key member of the Senior Leadership Team, you will provide oversight for:

- Financial planning, budgeting, reporting, taxation, and auditing
- Human resources, workforce planning, labour relations, and payroll
- Procurement and corporate administration
- Information technology governance and contracted services
- Property assessment services and vendor management

Working closely with the CAO, Council, and departmental leaders, you will help shape organizational priorities, ensure responsible stewardship of public resources, and lead continuous improvement initiatives across the organization.

What We're Looking For:

The ideal candidate will bring:

- Post-secondary education in accounting, finance, business administration, public administration, or a related field
- CPA designation (preferred)
- Seven years of progressively responsible finance experience
- Five years of management or senior leadership experience
- Experience in municipal government, the public sector, or a comparable environment
- Knowledge of financial management, taxation, human resources, labour relations, and organizational leadership
- Excellent communication and relationship-building skills

Most importantly, we are seeking a leader who demonstrates integrity, sound judgment, strategic thinking, political awareness, and a strong commitment to public service.

Why Drumheller?

Located in the heart of the badlands, and an international landmark as the “Dinosaur Capital of the World”, Drumheller offers an exceptional quality of life, a friendly and welcoming community, and a unique opportunity to shape the future of a growing municipality.

If you are an experienced finance and corporate services professional looking for a rewarding executive leadership opportunity, we invite you to explore this exciting role and review the full job description.



TITLE: Director of Finance and Corporate Services
DEPARTMENT: Finance and Corporate Services
REPORTS TO: Chief Administrative Officer

POSITION SUMMARY:

The Director of Finance and Corporate Services is a member of the Senior Leadership Team and provides executive leadership and accountability for municipal finance, human resources, payroll, corporate administration and key contracted services. The position provides practical, evidence-informed advice to the CAO and Council and ensures services are delivered in accordance with legislation, Public Sector Accounting Standards, collective agreements, and municipal legislation.

KEY ACCOUNTABILITIES:

Strategic Leadership, Governance and Corporate Administration

- Participates on the Senior Leadership Team and contributes to corporate strategy, business planning, service reviews, organizational performance and continuous improvement.
- Provides confidential advice to the CAO and Council on financial sustainability, governance, policy, technology, information management and portfolio matters.
- Translates Council direction into departmental objectives, work plans, service standards, measurable outcomes and resourced implementation plans.
- Prepares and reviews Council reports, briefings, bylaws, policies, presentations and recommendations; attends Council and other meetings as required.
- Oversees procurement, contracts, corporate administration, Town Hall reception/cashiering, and portfolio complaints or inquiries.
- Leads, coaches and evaluates departmental staff teams, manages departmental budgets, contracts, business plans, performance measures, emergency management and business continuity responsibilities.
- Adheres 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.

Financial Planning, Budgeting and Sustainability

- Leads annual operating and capital budget processes, including guidelines, schedules, departmental submissions, analysis, presentation and implementation.
- Develops and maintains multi-year operating and capital plans, long-range forecasts and funding strategies aligned with Council priorities, service levels, infrastructure needs and organizational sustainability.
- Provides analysis and recommendations on tax rates, user fees, debt, reserves, investments, grants, service levels and other financial decisions.
- Oversees cash flow, investments, borrowing, reserve transactions, grant accounting and financial institution relationships.

Financial Reporting, Audit, Controls and Taxation

- Oversees monthly, quarterly and annual financial reporting and ensures information is accurate, timely, complete and understandable to financial and non-financial audiences.
- Directs year-end working papers, annual financial statements, audit readiness and required reports in accordance with legislation and Public Sector Accounting Standards.
- Leads the annual external audit, serves as the principal administrative liaison with the appointed auditor and ensures findings are addressed.

- Establishes financial policies, authorization practices, reconciliations and quality-assurance processes.
- Oversees the general ledger, subledgers, tangible capital asset accounting, financial records and systems, accounts payable, accounts receivable, invoicing, collections, payment processing and payroll controls.
- Oversees property taxation administration and contracted property assessment services including tax-rate calculations, tax bylaws, arrears, assessment complaints and tax-recovery processes.

Human Resources, Labour Relations and Payroll

- Provides strategic leadership for workforce planning, recruitment and retention, performance management, succession planning, employee development, and organizational change management initiatives.
- Develops and administers Human Resources strategies, policies, programs, service standards and employment records.
- Oversees organizational design, job descriptions, position evaluation, classification, compensation reviews, workplace investigations and change-management support.
- Advises the CAO and management on collective agreement interpretation, grievances, and labour-relations matters; leads or supports bargaining research, costing, strategy, negotiations and implementation.
- Oversees payroll, benefit and pension administration, including controls for deductions, remittances, enrolments, taxable benefits, service-provider relationships and year-end reporting.
- Ensures Human Resources, payroll, benefits and pension practices comply with legislation, collective agreements, employment agreements, plan requirements, Town policies and privacy obligations.
- Provides confidential compensation, staffing, benefit, pension and collective-bargaining cost analysis for organizational decision-making.

Information Technology Contracted Services and Oversight

- Ensures appropriate privacy policies, safeguards, training, breach response, privacy impact assessments and controls for financial, employment, legal and operational information.
- Provides executive oversight of contracted information technology and property assessment services, including service expectations, deliverables, timelines, performance measures, budgets and contract value.
- Oversees IT service agreements, licensing, cybersecurity requirements, access controls, backups, disaster recovery, incident response and technology replacement planning.
- Promotes secure, efficient and compliant use of technology, automation, digital tools and data to improve municipal administration and service delivery.

EDUCATION AND EXPERIENCE:

- Post-secondary degree in accounting, finance, commerce, business administration, public administration or a related discipline. An equivalent combination of education and experience may be considered.
- Chartered Professional Accountant (CPA) designation is preferred.
- A recognized Human Resources designation is an asset.
- Five (5) to seven (7) years of progressively responsible municipal, public-sector or comparable finance experience, including at least five years in management or senior leadership.
- Demonstrated experience with operating and capital budgets, long-range financial planning, annual financial statements, taxation, human resources, payroll, benefits, labour relations and executive reporting.



- Experience advising Council or another politically accountable governing body, and experience with labour relations, payroll, benefits, contracted IT, contracted assessment or procurement are assets.
- Preference will be given to candidates with public sector certification such as NACLAA Level I or II, or a recognized public administration program.

ADDITIONAL REQUIREMENTS:

- Strong working knowledge of the Municipal Government Act, Public Sector Accounting Standards, and applicable labour, human rights, workers' compensation and pension legislation.
- Ability to attend evening meetings, travel within Alberta and work irregular hours during budgets, audits, bargaining, emergencies or other municipal requirements.
- Holds a valid Class 5 driver's licence and can provide a satisfactory vulnerable sector check.
- Full-time, in-person leadership position based at Town Hall in Drumheller.
- Ability to oversee professional service contracts, establish performance expectations, evaluate service delivery and translate specialist advice into municipal decisions.
- Exceptional leadership, judgment, integrity, political acuity, discretion, analytical ability, negotiation, communication and change-management skills.
- Ability to translate complex financial and legislative information into clear, concise and advice for Council, the CAO, employees and the public.
- Advanced proficiency with financial management systems, data analysis, Microsoft 365 and corporate technologies, with working knowledge of cybersecurity and information governance.

OTHER INFORMATION:

Payroll Category:	Salary
Employment Category:	Permanent Full-Time
Union Category:	Out-of-Scope
Pay Grid Category:	Director, \$135,971 to \$172,228 annually
Description Last Reviewed:	September 8, 2026

Approved by CAO: *E. Quamba* Date: *Sept 8, 2026*