MUNICIPAL ACCOUNTANT

The Job

The Town of Edson is seeking a **Municipal Accountant** to support the accuracy, integrity, and effective use of financial information across the organization. Reporting to the Finance Manager, this role contributes to a broad range of accounting functions and works closely with departments to ensure financial practices are consistent and aligned with organizational priorities. Based at the Town Office, the Municipal Accountant serves as a key resource for departments across the organization.

This position offers the opportunity to be involved in both day-to-day financial operations and ongoing improvements to processes and controls. The Municipal Accountant provides clear financial information and analysis to support informed decision-making. The role also contributes to a professional and collaborative work environment that values accountability, respect, and service to the community.

The Candidate

The ideal candidate is a reliable and professional accounting practitioner who produces accurate, high-quality work and applies sound judgment in a practical and thoughtful way. They have a strong foundation in accounting principles and are comfortable taking ownership of their responsibilities while remaining collaborative and engaged with their team. Experience in a municipal or public sector environment is valued, along with an understanding of the importance of accountability and transparency in that setting. They communicate clearly and respectfully, building positive working relationships across the organization and contributing to a supportive, team-oriented environment.

Their approach is grounded in integrity and accountability, supported by strong attention to detail and the ability to adapt as priorities evolve. They are open to learning, receptive to feedback, and motivated to improve both their own work and the processes around them. Supported by relevant education and experience, they are confident working with financial data and systems. They bring a steady, organized approach to their work and contribute to a well-run and professional organization.

To learn more about the role and expectations, please consult the attached job description.

About the Town of Edson and our team

Edson is a community built on resilience, resourcefulness, and opportunity. Its strong economic foundation, supported by the region's natural resources, continues to drive steady growth and long-term potential. At the same time, Edson offers a quality of life that is grounded in connection, balance, and access to the outdoors, with an extensive trail system, vibrant recreation opportunities, and local culture that reflects the character of the community.

At the Town of Edson, our people take pride in serving the community and contributing to its continued growth. Our work is guided by our core values of Communication, Creativity, Kindness, Respect, and Teamwork, which shape how we collaborate, make decisions, and support one another. We place a strong emphasis on building a positive and accountable workplace where people feel valued, supported, and trusted in their roles. Our leadership approach encourages open dialogue,

thoughtful decision making, and a shared commitment to delivering meaningful results for the community. We believe that when people are supported and aligned, strong performance follows. We are proud to be part of a community that values growth, connection, and quality of life. To learn more about living and working in Edson, visit www.ChooseEdson.ca.

What do we offer?

Compensation

The wage range for this position is $97,500 - $121,000 per year.

Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- Sunlife benefits through Alberta Municipalities including an annual Flexible Spending Account
- An excellent defined-benefit pension plan through LAPP

How do you apply?

Please submit your resume and cover letter to the email provided below. **This position will remain open until filled.**

In your cover letter, tell us how you build relationships, take initiative, prioritize accountability and grow through feedback. Lastly, we'd like to know why this position interests you and what draws you to the Town of Edson.

Applications will be reviewed and interviews scheduled as suitable applicants are identified.

Please submit your application to:

Email: humanresources@edson.ca

We thank all applicants for their interest. Only those selected for an interview will be contacted. Applicants must be legally eligible to work in Canada.

Job Description

General

Reporting directly to the Manager of Finance, the Municipal Accountant will be responsible for accounting duties that require a high degree of professional judgement.

Primary Responsibilities and Authority

General Duties

- Generate non-routine journal entries and complete complex reconciliations in accordance with Generally Accepted Accounting Principles.
- Recommend and implement improvements to accounting policies, procedures and financial controls in the spirit of continuous improvement.
- Provides assistance to the Finance Manager in providing guidance and support to all Finance Department staff to ensure smooth operations in the department and finance functions within other departments.
- Assist with insurance processes, and compliance. Maintain the Town's insurance portfolio, including renewals and adjustments to insured assets, claims, administration, and advising on insurance requirements.
- Provide high quality financial information and analyses to support decision making.
- Work closely with management to ensure financial plans and strategies align with the organization's goals.
- Provides support to all departments and the public through excellent internal and external customer service.
- Act as a coach and mentor to colleagues in Finance and across the Town, working with teams to train and develop financial procedures.
- Support the Emergency Operations Centre during a disaster response.
- The Municipal Accountant will also be involved in a wide variety of the Town's accounting functions.

Human Resources, Team Management, and Leadership

- Foster a team environment which inspires hard work, dedication, collaboration, and fun supporting a positive organizational culture.
- Responsible for maintaining a working environment which includes integrity, trust, and respect in accordance with Town policies.

Financial and Budgetary

- Assist with the Finance Department's annual operating and capital budgets.
- Ensure that all procurement is completed in accordance with the approved budget, Town policies, and other regulatory requirements.
- Assist in pursuing alternative sources of funding for department projects to offset the reliance of public funds. (i.e. grants).

Corporate/Administration

- Understanding the role within adopted policies procedures and bylaws, and ensuring they are followed in decision making and in the delivery of services.

- Ongoing management of Policies and Bylaws under the responsibility of Finance Services.
- Assist in the creation of reports outlining Department initiatives and projects to Senior Leaders, Council and the public as required.
- Respect and uphold organizational and staff confidentiality.

Public Relations

- Establish and maintain positive constructive relations with internal and external clients.
- Respond to concerns and complaints in a timely and tactful manner, and in accordance with Town policies and bylaws.

Health and Safety

- Ensure that all Safe Work Practices and Procedures are followed.
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Act upon all reports of any unsafe conditions, potential work hazards or incidents.
- Advise the HR Manager regarding all Health and Safety concerns.
- Actively participate in Formal Workplace Inspections in area of responsibility.

Qualifications

Core Competencies

- Strong customer service focus, commitment to confidentiality and excellent communication skills.
- Proficiency with computers including an advanced knowledge of Microsoft Excel is mandatory.
- Strong understanding of financial accounting concepts, financial systems, data, and internal controls to ensure the accuracy, existence, and completeness of financial data.
- Self-motivated with the ability to work autonomously and take initiative on finding solutions for complex problems. This will include a willingness to take on leadership opportunities and lead projects independently.
- Knowledge of the PSAB and Municipal Government Act considered an asset.

Job Requirements

- A graduate from a recognized post-secondary institution with a Bachelor of Commerce or Bachelor of Business Administration with a major in Accounting or Finance is mandatory.
- A minimum of 2-4 years relevant accounting experience is mandatory.
- A designated Chartered Professional Accountant (CPA) or candidate and other relevant post-graduate credentials will be considered in the absence of the minimum relevant accounting experience.
- Satisfactory Criminal Record Check
- Successful applicant must provide proof of qualifications.
- Applicants with international education will be required to include an Academic Credential Assessment with application.

Alternative combinations of education and experience which demonstrably provide the required knowledge, and skills may be eligible in certain circumstances.