Position Posting

Manager, Accounting & Assurance

(1 Position Available)

Term of Employment:	Full-Time, Continuing
Rate of Pay:	Out-of-Scope, Management Band 2
Location:	City Hall
Duties:	Reporting to the Executive Manager, Corporate Services, the Manager, Accounting and Assurance is directly responsible for the professional leadership, management, and supervision of the following major functional areas: Accounting Services, Revenues and Receivables, Purchasing and Payables. This position plays a lead role in preparing the annual audited financial statements for review and provides technical advice on public sector accounting standards (PSAS) as well as the City's internal controls, including financial governance, and accounting processes. The Manager, Accounting Services will work with the Executive Manager, Corporate Services to set operational requirements, and customer needs of these functions. They will be responsible for preparing, reviewing, and recommending improvements to corresponding governance documents and procedures. They will provide a high level of coaching and training to staff to achieve objectives and operating requirements. In addition, the position will work alongside the Manager, Financial Planning and Analysis to support other major functions within the department, such as Financial Planning and Analysis, Land Development accounting, Tangible Capital Assets, Treasury Management, Revenue and Receivables as well as general Business Advisory. **Leadership and Supervision** • Manages professional and competency development of staff, ensuring staff develop the soft skills and technical competency needed to succeed in their roles. • Manages performance of staff through coaching, mentoring and performance reviews, while providing insightful, motivating and constructive feedback. • Encourages an environment which fosters respect and teamwork, while motivating employees to achieve team and City goals and objectives. • Creates a culture that values, supports, and reflects diversity, equity, and inclusion. • Ensures that staff has the information and tools required to effectively complete assigned tasks. • Undertakes the necessary steps involved with the hiring process; trains staff and ensures optimal performance from all assigned staff. **Accounting and Financial Reporting** • Leads the preparation of the annual audited financial statements and financial information return (FIR), quarterly financial statements, and adhoc reports for Senior Administration, City Council, and the public.

	• Ensures the financial statement presentation and disclosure meets the requirements of the financial users, including appropriate note disclosures. • Evaluates compliance with appropriate and applicable reporting standards, legislation, and best practices and prepares a recommendation. • Evaluates the financial implications of all contractual agreements and identifies financial rights and obligations, including collective agreements and prepares a recommendation. • Coordinates with the external auditor to address all requirements and inquiries as specified in the audit services plan. • Reviews general ledger reconciliations and resolves accounting discrepancies. • Manages the month-end and quarter-end general ledger procedures. Manages the chart of accounts and ensure consistency with the project accounting structure. • Relying on technical expertise and experience to make an optimal judgement call or recommendations depending on the situation within scope of functional responsibility and escalating when necessary. Responsible for most complex (components/steps) and most complicated (degree of difficulty) non-routine accounting duties. **Revenues and Receivables** • Manages the accounting and administration of all revenues and receivables City-wide, including Utility Billing, Business Licenses, Cemetery, Cash Receipting, merchant services, and fundraising and donations. • Ensures the City collects on payments from customers in a timely manner and monitors collection efforts. Prepares recommendations to write-off uncollectible amounts. • Ensure the City prepares and issues donation receipts for eligible gifts received in accordance with policy and Canadian Income Tax Act. **Purchasing and Payables** • Manages the accounting and administration of all purchasing and payables City-wide, including the Purchasing Card Program, Inventory, purchase orders, cost saving programs, and employee reimbursements. • Ensures the City remits payments to vendors in a timely manner and monitors compliance with prompt payment legislation. **Internal Audit & Assurance** • Audits and recommends strong internal controls, financial governance, and accounting processes to ensure the integrity of financial and accounting information, promote accountability, and prevent errors, omissions, and fraud. Continuously assess' risk, monitors, and evaluates new information that could impact the integrity of the City's financial data. • Evaluate the financial system and identify opportunities for improvement. **Budget Management and Administration** • Procures and purchases goods and services in compliance with the City's financial policies.

	• Monitors both revenues and expenditures against the budget to ensure compliance with the City's budget and Strategic Plan. • Develops, recommends, monitors, and controls operations, and capital budgets for the Accounting and Assurance Team. • Determines departmental needs and recommends budget figures to the Executive Manager, Corporate Services for final approval. • Understand the implications of financial decisions and impact on the department. **Communication/Customer Services** • Address customer inquiries, concerns, and feedback promptly and effectively. **Asset Management** • Facilitate the integration of financial information into Asset Management. **Relationship Building** • Develops and maintains positive and professional working relationships with community stakeholders both internal and external, the media and the general public. • Cultivate effective relationships and networks with other departments and residents. • Engage others to support corporate and department initiatives. • Builds and maintains effective working relationships at the departmental, corporate, regional, provincial, and federal levels. **Safety and Environment** • Assesses, review, and develops Standard Operating Procedure's (SOP's) to provide a safe environment and efficient operation of the Finance Department, staff and the public. • Ensures that all staff are participating and are actively using the City's safety policies, procedures and systems. • Ensures regulatory compliance with all aspects of the facilities operations. • Ensures compliance with risk management, emergency procedures, Occupational Health and Safety Standards and security measures. **Other** • Provide coverage for other finance managers, as necessary. • Fulfill role and duties of the City's Emergency Management Program as assigned. • Other related duties and projects as assigned or required.
Schedule:	The position is office based. Standard hours are Monday – Friday, 8am-5pm with the occasional requirement to work outside these standard hours.
Qualifications:	• Completion of a four-year post-secondary degree in Finance or Accounting from a recognized institution. • Chartered Professional Accounting Designation (CPA). • A minimum of five years progressive relevant experience, with three years in a supervisory capacity.

	• A combination of formal knowledge and experience may be considered. • Management experience in a unionized environment is considered an asset. • Municipal experience including competent working knowledge of AB/SK legislation, bylaws, regulations, and best practices. • Workings towards Certified Local Government Manager designation (CLGM) and/or other significant municipal certifications will be considered an asset. • Strong working knowledge of Public Sector Accounting Standards (PSAS). • Ability to effectively lead and manage a team. Ability to troubleshoot with appropriate decision-making abilities. • Excellent written and verbal communication skills. • Self-motivated with the ability to work independently with minimal direction. • Strong time management skills to balance changing priorities while maintaining accuracy. • Strong interpersonal skills that allow for the development of collegial working relationships at various levels both internally and externally; ability to resolve concerns or complaints. • Ability to maintain a high standard of ethics and confidentiality. • Ability to build and maintain effective working relationship with the public, businesses, industries, companies and other city departments with a strong focus on customer service. • Strong communication and presentation skills, both written and verbal; the ability to speak clearly and concisely is essential. • Demonstrated team player approach; ability to create an effective working environment for cohesion and staff retention. • Strong computer skills in areas such as Microsoft Suite and accounting software. • A valid Class 5 Driver's License registered in Alberta or Saskatchewan with an acceptable Driver's Abstract is required. This position may be required to operate a personal or municipal vehicle for business purposes.
Pre-Employment Requirements:	• 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
Closing Date:	**December 9, 2026**
Posting Type:	Internal & External
Application Information:	The City of Lloydminster is an equal opportunity employer. If you have questions or require further information on this position, please contact us. All applications must be sent to the Employee Relations team and received by the closing date. Apply here