

Manager of Finance – Municipal District of Spirit River No. 133

The Municipal District of Spirit River No.1 is located 64 km north of the City of Grande Prairie, Alberta. The rural Municipal District of Spirit River is predominately an agricultural and oil and gas based community, serving an area of approximately 600 square miles and a population of close to 700 people. The Municipal District office is located within the Town of Spirit River.

Reporting to the CAO, the Manager will be responsible for the financial service activities in compliance with the Municipal Government Act and municipal policies. As an integral member of the senior management team, the Manager will provide critical advice and guidance to the CAO, department heads, and Council.

Your key initiatives include: plan, organize and manage the Finance Department which includes finance, accounting, payroll, taxation, and records management; prepare and implement short and long-term goals and objectives consistent with Municipal District's Strategic Plans; prepare the annual budget and financial statements; develop and implement financial controls; manage investments, project costing, assets, risk and records management practices. A full position description is available upon request.

We are looking for: knowledge of current financial practices, specifically those related to the public sector, management and supervisory skills, and computer skills, with particular emphasis in spreadsheets. Familiarity, with Muniware software is a definite asset. Above average analytical skills are required. An accounting designation or in the process of obtaining an accounting designation would be an asset. Other experience may be considered and will be a contributing asset.

We offer an excellent compensation and benefits package including continuing education and professional development, as well as a healthy work-life balance.

If this opportunity is of interest to you, please forward your resume to the undersigned; this position will stay open until a suitable applicant is found.. We will only respond to those applicants that we choose to interview.

If you are proactive and ready for an exciting opportunity in a rural community, please submit your resume by e-mail, mail or fax in confidence to:

Tom Matus
Chief Administrative Officer
Municipal District of Spirit River
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Phone:780.864.3500
Fax: 780.864.4303
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