



PO Box 460, 56 Wheatland Avenue
Smoky Lake AB T0A 3C0
PH: 780-656-3674 | FX: 780-656-3675
smokylake.ca | town@smokylake.ca

Employment Opportunity Finance Coordinator

The Town of Smoky Lake is seeking a highly organized, professional, and detail-oriented Finance Coordinator to join its Administration team. Reporting directly to the Director of Corporate Services, this position plays a critical leadership role in supporting the Town's financial operations, accounting functions, budgeting processes, financial reporting, payroll administration, and regulatory compliance.

The Finance Coordinator is responsible for overseeing the day-to-day administration of municipal financial activities while ensuring accuracy, accountability, and adherence to municipal policies and legislative requirements. This position directly supervises both the Accounting Clerk and the Municipal Clerk. The successful candidate will bring strong financial management skills, sound judgment, and the ability to manage multiple priorities in a fast-paced municipal environment while handling confidential and sensitive information with professionalism and discretion.

Responsibilities

- Assist the Director of Corporate Services with the administration of the Town's financial operations and services.
- Coordinate daily accounting functions including accounts payable, accounts receivable, utility billing, taxation support, payroll processing, and general ledger maintenance.
- Prepare monthly, quarterly, and annual financial reports and reconciliations.
- Assist with the preparation of the annual operating and capital budgets.
- Monitor budget performance and provide variance analysis and financial recommendations.
- Coordinate year-end processes and assist with annual audits and financial statement preparation.
- Maintain the Town's insurance policies, including renewals, coverage updates, and liaison with the insurance provider.
- Ensure compliance with applicable municipal legislation, accounting standards, policies, and internal controls.
- Prepare and submit regulatory reports, grant claims, and financial information returns as required.
- Support asset management, reserve tracking, and capital project financial reporting.
- Maintain accurate financial records and ensure proper records retention practices.
- Supervise, mentor, and evaluate the Accounting Clerk and Municipal Clerk.
- Support process improvements, financial system enhancements, and departmental efficiency initiatives.
- Provide front-facing customer service and respond to financial inquiries from residents, contractors, and stakeholders.
- Assist with procurement administration, contracts, and purchasing processes as required.
- Participate in policy development and implementation related to financial administration.
- Perform related duties as assigned.

Qualifications / Education / Experience

- Post-secondary education in Accounting, Finance, Business Administration, or a related field.

- A recognized accounting designation (CPA) or progress toward designation is considered an asset.
- Minimum three years of progressively responsible accounting or financial administration experience.
- Municipal government experience is preferred.
- Experience supervising or leading staff is an asset.
- Knowledge of municipal budgeting, taxation, utility billing, payroll, and financial reporting processes is preferred.
- An equivalent combination of education and experience may be considered.
- Able to provide a clean RCMP Background Check and Driver's Abstract.

Knowledge, Skills & Abilities

- Strong knowledge of accounting principles, financial reporting, budgeting, and internal controls.
- Knowledge of municipal legislation, financial regulations, and reporting requirements, or the ability to acquire such knowledge.
- Excellent analytical, organizational, and problem-solving skills.
- High level of professionalism, discretion, and ability to manage confidential information.
- Strong attention to detail and commitment to accuracy.
- Ability to prioritize workloads and meet deadlines in a fast-paced environment.
- Strong leadership, supervisory, and team-building skills.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Excel, Office 365 applications, accounting software, and financial management systems.
- Strong interpersonal and customer service skills.
- Ability to work independently and collaboratively.

Note: The above is not intended to be an exhaustive list of all responsibilities and activities required for this position, and the Town may consider other factors or modify requirements based on operational needs.

Working Conditions

- A work week will consist of 35 hours per week.
- Office-based position with regular interaction with administration, Council, external auditors, government agencies, and the public.
- Attendance at occasional evening meetings or special events may be required.
- Periods of high workload may occur during budget preparation, year-end reporting, audits, tax notices, utility billing cycles, and statutory reporting deadlines.
- May be required to adjust work hours to meet operational requirements.

Compensation

Salary Range \$60,435 - \$78,854 annually

Placement on Salary Grid commensurate with experience and qualifications and includes a comprehensive municipal benefits package.

Closing Date

Resumes will be accepted until Friday, November 6, 2026 or until a suitable candidate is found.

Interested applicants are invited to submit their resumes to:

Human Resources, Personnel & Confidential

Town of Smoky Lake

P.O. Box 460, 56 Wheatland Avenue

Smoky Lake, Alberta T0A 3C0

or email hr@smokylake.ca

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process.