



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Finance Coordinator **Full-Time Term Position**

Under the general supervision of the Finance Manager, this position is responsible to manage daily activities of the department including review and approval of cash receipts, accounts receivable and accounts payable batches as well as liaising with staff at other facilities for all financial needs. The incumbent will also compile and provide timely and accurate financial reports to managers and council on a monthly basis, manage the chart of account and various sub ledgers including inventory, job costing and gravel. Assist the Finance Manager in preparation of the annual budget, prepare yearend working papers and liaise with the auditors for the annual financial audit. Supervise accounting clerk's daily activities and projects as needed. The incumbent will also be required to conduct performance evaluations for direct subordinates.

Responsibilities:

- Review and approval of daily cash receipts for all locations
- Review and approve accounts receivable and accounts payable batches
- Review and approve inventory and gravel system batches, ensuring compliance with internal policies pertaining to costing of items.
- Review and update gravel costing on an ongoing basis and ensure new companies/units are added as needed.
- Reconcile all bank accounts on a monthly basis, including cash operating and investment accounts.
- File GST returns and apply for public service body rebates, requiring high attention to detail paid to ensure accuracy.
- Prepare monthly reports for managers and council. Reconcile all reports to the general ledger to ensure accuracy, provide further details to queries on the reports.
- Perform system administration duties on ActiveNet software to ensure the software meets the needs of the organization, escalate any issues to ActiveNet support team to provide fixes in a timely manner, provide ongoing training to all users of ActiveNet and update everyone on upcoming changes.
- Ad-Hoc projects and requests from Finance Manager, or other department managers, set up and maintenance of GL accounts, reports, gravel system, inventory system, and costing system.
- Manage all insurance additions and deletions from the policies.
- Liaise with internal departments and the insurance company for requests and claims as needed.
- Ensure all County assets are adequately safeguarded.
- Supervise and coach direct reporting staff.
- Conduct performance appraisals on an annual basis.

Qualifications:

- Bachelor's Degree in Accounting/Finance or a related field
- CPA designation or presently enrolled and working toward a professional designation
- 2 years supervisory experience.
- Combination of education and experience may be considered.
- Understanding of PSAB standards
- Municipal experience is an asset
- ActiveNet and Bellamy software experience is an asset

- Intermediate to advanced understanding of Microsoft Word and Excel
- Ability to manage multiple projects at a time
- Effective verbal and written communication skills
- Ability to pay high attention to detail

Salary range: \$36.18 to \$46.82 Hourly

- Salary will be commensurate with experience and qualifications.
- Lac La Biche County offers a comprehensive and competitive benefits package and pension plan.
- Competition Number: 40-FC-18
- Closing Date: Open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources
Lac La Biche County
Box 1679
Lac La Biche, AB T0A 2C0
Fax: 1-888-421-2533
Email: hr@laclabichecounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.