

# C.F.O. - Town of Thorsby

**Closing Date: Will remain open until suitable applicant is selected**  
**Flexible schedule – Part time/Temporary – (long term leave coverage)**



Thorsby, is located 25 minutes from the City of Leduc and the Edmonton International Airport, with a population of approximately 1025. We believe in accountability, leadership and sustainability and we offer a workplace setting that promotes a positive environment, transparency, innovation and community building. If joining the Thorsby team is of interest, we are currently recruiting for a detail-oriented individual that has working knowledge of municipal accounting and the MGA along with strong leadership skills.

Reporting to the Town Manager, the successful candidate will be responsible for the financial management, accounting and reporting functions for the Town of Thorsby and will be an integral member of the senior management team. This position assists in the development and execution of procedures and guidelines and audits to ensure accurate and timely financial statements, activities and reports to team members, public and Town Council.

The successful incumbent will possess the required abilities to provide and be accountable for:

Financial reporting, development and recommendation of financial bylaws, polices & internal controls

## Budgeting

- Develop and prepare operating and capital budgets
- Develop multi-year operating budget including long term cashflow projections
- Co-ordinate the preparation of the long-term capital plan including funding recommendations
- Preparation of variance reports
- Utilizing a utility rate model, assist with the projection of utility rate changes
- Property taxation and recovery

Banking, investments, reserve funds, debentures and long term financial planning

- Manage the Town's investment portfolio within the guidelines of the MGA, Town policies with the goal of maximizing the rate of return with minimal risk
- Bank reconciliations
- Manage reserve funds and debentures
- Grant administration, researching, monitoring and reporting
- Cash flow analysis
- Tendering of banking services as required

Annual Audit and Financial Statements

- Co-ordinate the annual audit process with external auditors
- Prepare year end working papers
- Ensure the annual FIR and SIR are prepared and submitted to Municipal Affairs within the deadline
- General Ledger reconciliations

Asset Management

- Liaise with departments to maintain asset database (additions/deletions) and accuracy and balances to General Ledger

- Update/revise asset information for planning and budgeting purposes

Grant Funding, application and reporting for but not limited to

- MSI Operating and Capital
- FTG
- BMTG

Full Cycle Payroll functions

### **Education and Qualifications**

- Undergraduate degree with a concentration in accounting or an Accounting Diploma from a recognized post-secondary institution, equivalent experience may be considered
- Experience in general municipal accounting and the M.G.A.
- Proficiency with computers and Microsoft Office with the ability to access data from various financial and non-financial information systems
- Experience with Microsoft Dynamics Great Plains financial software is considered an asset
- Ability to establish and maintain effective, professional, service-oriented relationships essential
- Must be analytical with attention to detail and maintaining a high degree of accuracy

*This posting is intended as a summary of the primary responsibilities and qualifications for this position. The job ad is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.*

**Interested candidates should submit resume and covering letter outlining how they meet the requirements for the position via email to: [cburke@thorsby.ca](mailto:cburke@thorsby.ca) or via regular mail marked confidential to**

**C. Burke  
Box 297  
Thorsby, AB T0C 2P0**

***We thank all applicants for their interest, however only those selected for an interview will be contacted.***