



## Lesser Slave River

### Grant, Budget and Taxation Administrator

Competition # GBT2024

The Municipal District of Lesser Slave River is seeking a full-time, permanent **Grant, Budget and Taxation Administrator**. This position works out of the main office in Slave Lake.

The Grant, Budget and Taxation Administrator is responsible for assisting managers in researching and composing grant applications for the MD. Another major responsibility will be assisting the Finance department and senior leadership with the compiling information for the budget, maintain the municipality's taxation and assessment role as well as learn the Accounts Payable/Receivable Administrator roles.

#### Position Responsibilities:

- Comprise information and compose the grant applications with appropriate managers.
- Draft grant proposals and supporting documents based on the funding requirements.
- Collaborate and review proposals with team members.
- Assist in the preparation, maintenance and disbursement of the budget.
- Liaison with supervisor, managers and directors including preparation and inquiries of the current, past and future budgets.
- Assist the Finance Manager and Director of Finance in compiling the annual/ten-year budget.
- Assist with the key components of the asset management system and interactions with other organizational processes (such as capital planning, budgeting, financial planning, etc.)
- Coordinates preparation of reports, memos, presentations, analyzing data and solutions.
- Participate in various month-end and year-end activities such as determining accruals and reconciliation of sub ledgers.
- Maintains the municipality's assessment and taxation rolls.
- Assists with preparation of annual Taxation Rate Bylaw and any relevant notifications.
- Ensures timely calculation, printing and mailing of assessment and tax notices as per the MGA and also submits grant applications for federal and provincial grant-in-lieu of taxes.

#### Qualifications:

- Diploma in Business Administration or Accounting *-preferred*
- Good written and oral communication skills *-required*
- Strong knowledge of Microsoft Office (Word, Excel Outlook) *-required*
- Valid Class 5 Drivers License *-required*
- Ability to work effectively in a government setting with a focus on customer service, tact, and professionalism.

**Salary Range:** \$30.48 – \$40.11 (\$57,450 - \$75,601), dependent on education/experience.

Please submit your application to [recruitment@mdlsr.ca](mailto:recruitment@mdlsr.ca) referencing “**BGT2024**” in the subject line. We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.

**Municipal District of Lesser Slave River <sup>no</sup>124**

Box 722 Slave Lake, Alberta T0G 2A0

[recruitment@mdlsr.ca](mailto:recruitment@mdlsr.ca)