



**Job Type:**

Finance /Accounting / Economics

**Organization: Town of St. Paul**

**Chief Financial Officer**

Permanent, Full-Time – 35 hours per week or as required

Remuneration commensurate with experience and education

At the Town of St. Paul, our Vision Statement is “ ***The Town of St. Paul becomes the economic and cultural heart of the Lakeland region – the place to go and grow***”.

We offer a collaborative and dynamic workplace where our values of Teamwork, Service and Respect guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

**We are currently recruiting for a permanent, Full-Time Chief Financial Officer.**

**About the Opportunity:**

Reporting to the Chief Administrative Officer, (CAO), the Chief Financial Officer (CFO) is a professional who serves as a senior strategic partner, providing financial leadership and direction to the organization through Council and corporate goals and priorities. Responsibilities of the CFO include but are not limited to:

- Coordination of the budget process, long term financial planning and reporting requirements
- With a staff of 4 you will provide leadership and oversight for all financial and accounting operational functions, including budgeting, forecasting, asset management reporting and analysis
- Collaboration with Chief Administrative Officer and other members of the Executive team to establish organizational strategy and business planning, including participating in the development of short, medium and long-term plans and programs as a strategic partner and advisor
- Development of timely business plans and strategic initiatives and associated budgets that maximize organizational capacity, maintain established service levels and support the corporate strategic plan
- Development, coordination and presentation of the annual budget (operating and capital), including analysis of available funding, risks, alternate strategies, and impacts; ensuring business units adhere to and administer budgets appropriately throughout the year
- Ensuring alignment of financial reporting and accounting with Municipal Government Act and all other legislation

- Overseeing corporate investment and cash management and ensuring a high integrity of internal controls
- Accountability for all corporate financial reporting and auditing processes
- Provide fiscal analysis and guidance for major corporate projects and collective agreements
- Promote, develop, build, encourage and maintain positive working relationships within the department and the organization as a whole, including building strong cross-departmental working relationships
- Actively support and positively lead in the development of a strong and healthy corporate culture
- Foster an environment that promotes continuous improvement of financial management and practices within the organization
- From time to time, other duties as assigned, by CAO.

**Qualifications** A Post-Secondary relevant to Accounting, Commerce, Business, or a related discipline. Additionally, the successful candidate will possess:

- Proven experience in a senior financial leadership role within a public sector environment
- Demonstrated success in financial planning, implementation, change management, strategic and business planning processes and budget management
- Strong leadership, management and coaching skills
- High level of strategic, critical and logical thinking, analysis and reasoning
- High degree of discipline, with the ability to deliver on a variety of commitments and deadlines
- A well-defined sense of diplomacy, including solid negotiation and people management skills, with the ability to empower and motivate team members
- Well-developed political acumen with experience working through the CAO to support Council and local volunteer groups in a positive and mutually respectful environment,
- Certified Local Government Manager (CLGM) designation and/or significant senior leadership experience with municipalities is an asset
- Certificate in Local Authority Administration (NACLAA) is an asset
- Strong skills with the Microsoft Office and Serenic, (previously Bellamy) Accounting Software is an asset. Preference will be given to candidates also with experience with Questica Budgeting software.
- Takes initiative while duly assessing risk factors.
- Membership or eligibility for membership, in various disciplines such as the Canadian Association of Municipal Administrators (CAMA), Society of Local Government Managers, Government Finance Officers' Association, International City/ County Management Association (ICMA), etc.
- Must be willing to provide a current Criminal Records Check

## **COMPENSATION**

Compensation and terms of employment will be commensurate upon experience and skills. Candidates will undergo background, education, and credential checks.

**Application Return:**

If this sounds like you, we want to hear from you!

**FOR FURTHER INFORMATION OR TO APPLY PLEASE SEND YOUR RESUME TO:**

**Kim Heyman, CAO**

**Town of St. Paul**

[kheyman@town.stpaul.ab.ca](mailto:kheyman@town.stpaul.ab.ca)

**780-691-6380**

**CONFIDENTIALITY**

In compliance and consistent with the Personal Information Protection and Electronic Documents Act ("PIPEDA"), The Town of St. Paul shall respect the privacy and confidentiality of all personal information provided directly or indirectly verbally, electronically or in print in the process of engaging with candidates in our search assignments.

This document may be subject to change.

**This advertisement will stay open until such time as a suitable candidate is found.**