



Box 30, 400 - 10th Street  
Beaverlodge, AB T0H 0C0

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## Finance & Administration Supervisor

### Position Summary

Reporting to the Deputy CAO, the Finance & Administration Supervisor is responsible for overseeing the Town's day-to-day financial and administrative operations while providing direct strategic and operational support to the Deputy CAO.

This role combines hands-on financial coordination with supervisory responsibility, ensuring the accuracy, integrity, and compliance of all financial processes. The position serves as a key resource across all finance functions, providing leadership to financial staff, strengthening internal controls, and ensuring continuity of operations through cross-functional expertise.

The successful candidate will demonstrate strong leadership, sound financial knowledge, and the ability to manage competing priorities in a dynamic municipal environment.

### Key Responsibilities

#### Executive & Financial Coordination

- Act as the primary administrative and financial support to the Deputy CAO, assisting with oversight of the Town's financial operations
- Support financial planning, reporting, and coordination of core finance functions
- Review financial data, processes, and documentation to ensure accuracy, completeness, and compliance
- Provide confidential support and exercise discretion in handling sensitive financial and organizational matters

#### Leadership & Supervision

- Provide direct supervision to Accounts Payable Clerk, Administrative Clerks, and Corporate Services Clerk
- Coordinate workflow, assign responsibilities, and monitor performance to ensure efficient operations
- Review and approve work to ensure accuracy, consistency, and adherence to policies and procedures
- Oversee reconciliations and ensure proper documentation, balancing, and approvals
- Identify and resolve discrepancies, implement corrective actions, and maintain strong internal controls
- Support staff development through training, mentorship, and ongoing performance feedback

#### Financial Operations & Oversight

- Oversee and support accounts payable, accounts receivable, billing, and collections processes
- Maintain general ledger integrity through accurate transaction review and reconciliation oversight
- Collaborate to review bank, credit card, and account reconciliations

- Support month-end and year-end processes, including accruals, working papers, and audit preparation
- Prepare financial reports, schedules, and supporting documentation for internal and external use
- Assist and review online payments, GST submissions, and applicable rebates

#### **Property Tax & Revenue Administration**

- Oversee maintenance of tax rolls, including land title changes and assessment updates
- Ensure accurate processing of tax notices, adjustments, and penalty applications
- Coordinate tax recovery processes and support annual tax sales
- Respond to complex tax inquiries and ensure timely, accurate service delivery

#### **Customer Service & Front-Line Operations**

- Oversee reception and front-line service delivery to ensure a professional and responsive customer experience
- Support handling of inquiries, payments, and correspondence
- Ensure proper cash handling procedures, daily balancing, and deposit processes are followed

#### **Cross-Functional Financial Leadership**

- Serve as a key backup across all finance functions, ensuring operational continuity during absences or peak periods
- Cross-train and maintain working knowledge of payroll, utilities, accounts receivable, accounts payable, and related functions
- Step into critical roles as required to maintain accuracy and timeliness of financial operations
- Promote consistency, knowledge sharing, and best practices across the finance team

#### **HR, Payroll & Internal Support**

- Provide support and backup for payroll processing and benefits administration
- Assist with employee records, documentation, and internal reporting
- Support health, safety, and organizational compliance initiatives

#### **Systems, Compliance & Continuous Improvement**

- Ensure compliance with the Municipal Government Act, CRA requirements, and Town policies
  - Maintain and strengthen internal controls and financial procedures
  - Support audit processes, including preparation of documentation and responses to auditor inquiries
  - Identify opportunities for process improvements and implement efficiencies across finance and administration
  - Support effective use and optimization of financial systems
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- Responsibilities may change and evolve over time based on organizational requirements.

### Qualifications

- Post-secondary education in Accounting, Finance, Business Administration, or a related field (or equivalent experience)
- 3–5+ years of progressive experience in accounting, finance, or municipal administration
- Demonstrated supervisory or leadership experience is considered an asset
- Strong knowledge of accounting principles, financial reporting, and internal controls
- Experience with municipal finance processes is preferred
- Proficiency in Microsoft Office (particularly Excel)
- Proficiency with accounting systems, R&R Distinct Solutions considered an asset
- Strong analytical, organizational, and problem-solving skills
- Excellent communication and interpersonal abilities
- High level of accuracy, professionalism, and discretion

### Work Environment & Expectations

- Work environment varies between steady and high-activity periods, requiring flexibility and the ability to adapt to changing workloads
- Combination of hands-on operational work and supervisory responsibilities
- High level of accountability for accuracy, compliance, and service delivery
- Ability to work independently while collaborating with leadership and staff
- Commitment to continuous improvement and organizational excellence

### Compensation & Work Schedule

This is a full-time position based on a 35-hour work week, with standard hours of 9:00 a.m. to 5:00 p.m. The Town offers a comprehensive benefits package, which includes health, dental and pension. The salary range for this position is \$73,465 to \$86,154.23 annually, commensurate with experience. The above statement is a general description of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Resumes will be accepted until May 31, 2026. We thank applicants for their resumes however, only those selected for an interview will be contacted.

Submit resume to:  
[hr@beaverlodge.ca](mailto:hr@beaverlodge.ca)

or  
in person at 400-10<sup>th</sup> Street, Beaverlodge, AB; or  
Human Resources  
Box 30  
Beaverlodge, AB T0H 0C0