



## **MANAGER, FINANCE TOWN OF DIAMOND VALLEY**

AccessHR is pleased to partner with the Town of Diamond Valley in the recruitment of a full-time Manager, Finance.

### **ABOUT DIAMOND VALLEY**

Just minutes from the majestic Rockies and Kananaskis Country, Diamond Valley offers a cherished lifestyle for those wishing a close connection to nature coupled with an easy commute to Calgary and Okotoks. Rich in natural beauty, our community provides an endless choice of outdoor recreation, cultural experiences, entrepreneurial opportunities, and regional community programs and services.

Recently amalgamated, the new community of 5,500 offers the best in small-town values, friendly people, affordable housing, access to quality medical care, outstanding educational, recreational, and retail facilities, and wide-open spaces. Projections are that the town is also poised for a period of significant growth in the years ahead. Welcome to Diamond Valley!

### **POSITION SUMMARY**

The Manager, Finance, reports directly to the Chief Administration Officer (CAO) and is a key member of the senior leadership team. The successful candidate will lead a high performing and cohesive 5-person team while also staying hands-on with accounting and finance work. We also expect a smooth transition as the recently appointed CAO was in this role prior to their appointment.

The Manager, Finance, is accountable to deliver accurate and concise reporting and analysis of current and forecast financial positions. They will ensure compliance with all statutory financial reporting standards, policies, and governance. They will also work closely with the senior leadership team and present to town council as a trusted advisor on all financial matters.

With the amalgamation that led to the creation of the Town of Diamond Valley less than six months old, there remains considerable interesting work to be completed including a full facilities assessment, utility rate review, and infrastructure planning.

Key components of the position include:

- Direct all facets of finance and accounting including grant, project, and cost control management.
- Maintain accurate records of assets, liabilities, revenues, and expenditures to effectively manage and control the Town's financial affairs.
- Analyze and report on operational and fiscal budget activities including current and multi-year operating and capital budgets.
- Develop, recommend, and implement approved policies, plans, and programs for finance and accounting function administration.
- Contribute to Town initiatives including operations, training, and emergency management.

## **QUALIFICATIONS**

- Servant leadership style; empathetic and active listener with a focus on team member well-being and long-term growth.
- Exemplary public relations, presentation, and interpersonal skills; ability to collaborate effectively with municipal administration personnel.
- Financial knowledge and experience including operational and capital budgeting, fiscal management, and equipment procurement.

## **EDUCATION & EXPERIENCE**

- Bachelor's degree in finance or related field.
- Recognized accounting designation, CPA, CGA, CMA, CA, or close to completion.
- 5+ years' progressive accounting and finance experience.
- Supervisory experience.
- Strong knowledge of Generally Accepted Accounting Principles (GAAP).

## **ASSETS**

- Education and/or coursework in municipal finance, public or municipal administration, and/or planning.
- Knowledge and/or experience with risk management and/or corporate shared services.
- Familiarity with Public Sector Accounting Standards (PSAS).
- Municipal government experience.

## **WHAT WE OFFER**

- Competitive compensation plan including comprehensive benefits, employee & family assistance, generous vacation, and an outstanding RRSP matching program.

## **POSITION REQUIREMENTS**

- Occasional weekend and or evening work may be required during peak times, or to attend meetings, conferences, and training.

## **APPLY**

Interested candidates are invited to apply with a cover letter and resume by email to [recruiting@accesshrinc.com](mailto:recruiting@accesshrinc.com). Please indicate "Manager, Finance" in the subject line of your email. **The position posting will close at 6:00 pm on May 29<sup>th</sup>, 2023.**

All applicants will receive a personalized response and candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.

We encourage applicants from diverse backgrounds to apply as the Town of Diamond Valley is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, and religion.