



Town of Vermilion Employment Opportunity Director of Finance and Administration

Vermilion is a dynamic community of 4100 people with Lakeland College located in the community, which serves approximately 1000 full time students. The town is the progressive nerve centre of the Vermilion River Region, a very vibrant agricultural service community with a strong Oil and Gas base, as well as manufacturing, retail, and professional services. Many cultural and recreational opportunities, and the Vermilion Provincial Park, makes this a very desirable community to call home and raise a family. Vermilion is located approximately 55 Kilometres west of Lloydminster on Highway 16, approximately an hour and forty five minutes east of Edmonton.

You will be a valuable member of the management team reporting to the Chief Administrative Officer. You will be responsible for the Finance, Administration and Human Resource functions of the Municipality; directly supervising 5 junior administrative and clerical staff.

Specific duties include:

- Preparation of the annual budget
- Overseeing the Assessment, and preparation of the annual taxation by-law
- All Financial reporting, including Alberta Municipal Affairs requirements
- Preparations for the annual audit
- Human resource management
- Cash flow management
- Internal controls
- Property and liability insurance coverage for the town's assets and exposure
- Other duties as assigned

Who should apply?

You are a self-starter and accomplished professional, with 5 to 10 years of Direct Municipal Experience in a similar role (preference will be given to individuals with experience with Bellamy Software). You value being a leader in a Team-Focused environment, and work well with and value people. Understand and value the integral working relationship between a dynamic forward-looking Town Council and a professional administrative team. You are a member in good standing (or eligible for membership) in the Government Finance Officers Association, The Society of Local Government Managers, or The Local Government Administrators Association of Alberta.

Vermilion offers a competitive salary range and full benefits package, final salary will be negotiated commensurate with experience.

Qualifications:

Recognized Accounting designation, combined with/or years of experience
Local government certification, or equivalence

How to apply:

Forward your cover letter and resume in confidence, noted Personal and Confidential to;

George Rogers, Chief Administrative Officer
Town of Vermilion
5021 – 49 Avenue
Vermilion, AB
T9X 1X1
Email: grogers@vermilion.ca

Closing date: When suitably filled