



MUNICIPAL ACCOUNTANT
Competition # 2025-05

The Job

The Town is seeking a skilled Municipal Accountant to join our Finance Department. In this role, you'll be responsible for preparing routine and non-routine journal entries, managing complex reconciliations, and delivering accurate financial data to support key decisions. Working closely with the CAO/CFO, you will identify opportunities to improve policies, procedures, and internal controls, ensuring our financial processes remain robust and reliable.

The Candidate

This position is also about fostering professional growth. As a mentor within the department, you'll share your expertise, contribute to strategic financial planning, and work collaboratively with various teams to support our organization's goals. Your clear communication and dedication to excellence will help elevate the quality of service provided to both internal stakeholders and the public.

If you're an experienced accounting professional ready to make a real impact on the Town's financial future, we encourage you to apply and become part of a team that values innovation, accountability, and continuous improvement.

In addition to the *above*, we require applicants to possess:

- A minimum of 2–3 year Accounting Technician Diploma, a graduate from a recognized post-secondary institution with a Bachelor of Commerce or Bachelor of Business Administration with a major in Accounting or Finance would be considered an asset.
- A minimum of 2-4 years relevant accounting experience is mandatory.
- A designated Chartered Professional Accountant (CPA) or candidate and other relevant post-graduate credentials or working towards will be considered an asset.
- Satisfactory Criminal Record Check
- Successful applicant must provide proof of qualifications.
- Applicants with international education will be required to include an Academic Credential Assessment with application.



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About the Town of Mayerthorpe and our team

The Town of Mayerthorpe has a fantastic opportunity for a Municipal Accountant to join the team of a vibrant municipality. This position reports to the CAO/CFO and is accountable for the administration of the Finance Department programs offered by the Town. The ideal candidate will have exceptional people skills, a demonstrated history of building and retaining high-functioning teams, be enthusiastic about providing excellent customer service to the residents, businesses, and community.

We are looking for the right fit to join our team! At the Town of Mayerthorpe, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. Working with this team is more than just bringing a skill—it's about embracing a passion for service, collaborating with others, and taking pride in what you do every day.

What do we offer?

Compensation

This position is full-time 35 hours a week. Salary will be discussed during the personal interview.

Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- Sunlife benefits through Alberta Municipalities, and
- An excellent defined-benefit pension plan through LAPP

How do you apply?

***A complete job description is available on the Town website**

www.mayerthorpe.ca/work/employment-opportunities

Please send resumes to the attention of Sandy Stokes, Legislative Coordinator at employment@mayerthorpe.ca

Please quote competition # 2025-05- Applications will be accepted until a suitable candidate is found.

The Town of Mayerthorpe thanks all applicants for their interest, but only those selected for an interview will be contacted.