



Financial Accountant

Townsite of Redwood Meadows

24–40 hours per week

About Redwood Meadows:

Redwood Meadows is a unique townsite in Alberta, recognized by Alberta Municipal Affairs as the only entity of its kind. While it functions similarly to an incorporated Alberta town, it differs in several key ways:

- Located within the boundaries of the Tsuut'ina Nation 145 reserve Developed on leased land
- Governed by an elected seven-member council operating under a stewardship agreement with the Tsuut'ina Nation

The community is situated along Highway 22, approximately 20 km west of Calgary, 18 km south of Cochrane, and 5 km northeast of Bragg Creek. The townsite covers roughly 400 acres at an elevation of 1,250 metres (4,100 ft).

The Townsite of Redwood Meadows is seeking an experienced **Financial Accountant** responsible for maintaining accurate, timely municipal financial records. This role spans full-cycle accounting, payroll, budgeting, audit preparation, and public-facing financial administration. The position works closely with the Finance Committee, Townsite Manager, and Council.

The Townsite currently uses **Diamond** accounting software and will be migrating to **Sylogist** beginning May 2026.

What You Bring:

- CPA designation with 3+ years of experience in a municipal or not-for-profit environment (preferred)
- Experience with Diamond, Sylogist, or Dynamics GP (asset)
- Strong adaptability, accuracy, and commitment to continuous improvement
- Ability to work independently while seeking guidance when required
- Proven capability to analyze financial data, identify trends, and maintain accuracy
- Proficiency in Microsoft 365, especially Excel, and familiarity with municipal financial systems

- High level of confidentiality, professionalism, and discretion
- Ability to collaborate effectively with ratepayers, staff, and volunteers

Key Accountabilities:

- Maintain complete and accurate general ledgers, journals, and financial records in electronic systems
- Administer bi-weekly payroll for a staff of approximately 15 employees
- Prepare vendor payments, GST remittances, credit card reconciliations, and accounts payable/receivable transactions
- Respond to public and ratepayer inquiries regarding taxation, lease payments, and utility billing
- Coordinate with the Executive Assistant to ensure timely processing of:
 - Purchasing
 - Accounts payable and receivable
 - Utility billing and penalties
 - Property taxation and lease payments
- Maintain and update the asset register, record depreciation, and provide recommendations for asset-management strategies
- Lead and coordinate the annual and multi-year budgeting process, including monthly reporting to the Townsite Manager and Council
- Prepare year-end working papers, documentation, and transaction support for the annual audit
- Produce ad hoc financial reports as required by Council or management

Skills and Attributes:

- Adaptability and comfort working in a small, informal office environment
- Strong written and verbal communication skills
- Ability to maintain strict confidentiality
- Professional presence and ability to interact respectfully with ratepayers

**Please reach out to Martyn Bentley at Top Tier Talent Group
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