



**113072 Hwy 61, PO Box 160
Foremost, AB T0K 0X0
(403) 867-3530**

Director of Corporate Services - County of Forty Mile

About the County

The County of Forty Mile No. 8 is a rural municipality in southeastern Alberta known for its strong agricultural foundation, close-knit communities, and collaborative regional partnerships. Committed to responsible governance and exceptional public service, the County delivers a wide range of municipal services while maintaining a focus on fiscal stewardship, organizational excellence, and long-term sustainability.

Position Overview

Reporting directly to the Chief Administrative Officer (CAO), the Director of Corporate Services plays a critical role in ensuring the financial integrity, sustainability, and operational effectiveness of the County. This position oversees all corporate financial functions while supporting organizational planning, compliance, and continuous improvement initiatives across the municipality.

This is an exciting opportunity for a finance professional who values public service, strategic leadership, and making a meaningful impact within a progressive rural municipality.

The Director of Corporate Services is responsible for overseeing the County's financial operations, including:

- Financial planning and long-term fiscal strategy
- Budget development and financial forecasting
- Financial reporting and analysis
- Accounting and treasury functions
- Taxation and assessment coordination
- Payroll and accounts payable oversight
- Audit preparation and compliance
- Grant funding administration

- Insurance and risk management
- Internal financial controls and systems
- Leadership and development of finance and administrative staff
- The successful candidate will work closely with Council, senior leadership, department managers, auditors, financial institutions, and external stakeholders to ensure responsible stewardship of municipal resources.

Key Responsibilities

Financial Leadership & Strategy

- Lead the development and execution of the County's financial plans and strategies
- Prepare annual operating and capital budgets
- Monitor cash flow, financial performance, and budget variances
- Provide accurate and timely financial reporting to Council and leadership
- Support strategic planning and long-term financial sustainability

Corporate Services & Operations

- Oversee accounting, taxation, payroll, investments, and treasury functions
- Ensure compliance with municipal legislation, financial regulations, and auditing standards
- Coordinate year-end audit preparation and liaise with external auditors
- Manage grant applications, reporting, and claims submissions
- Maintain effective financial systems, controls, and reporting processes

Leadership & Collaboration

- Lead, coach, and support finance and administrative staff
- Build strong working relationships across departments
- Support managers with budgeting and financial understanding
- Foster a culture of accountability, professionalism, and continuous improvement

Qualifications

The ideal candidate will possess:

- A Bachelor's Degree in Accounting, Finance, Business Administration, or a related field
- CPA designation preferred
- Minimum 5–10 years of progressively responsible financial leadership experience
- Experience within municipal or public-sector environments is considered a strong asset
- Strong knowledge of budgeting, financial reporting, auditing, and compliance
- Proficiency with accounting software and Microsoft Office applications
- Equivalent combinations of education and experience may be considered.

What We're Looking For

We are seeking a leader who is:

- Detail-oriented and highly organized
- Ethical, trustworthy, and accountable
- Collaborative and approachable
- Strategic and forward-thinking
- Adaptable and solution-focused
- Confident communicating complex financial information to diverse audiences
- Excellent communication skills with the ability to influence stakeholders at all levels.
- Experience in strategic planning, financial management, and organizational development is highly desirable.
- Prior experience working with diverse teams to implement change initiatives effectively. This position is integral to shaping the future of the County of Forty Mile through innovative leadership and strategic oversight.

- The successful candidate will be committed to fostering a positive organizational culture while advancing community priorities through effective governance and service excellence.

The County offers a professional workplace culture, an excellent employee benefits program, and participation in the Local Authorities Pension Plan (LAPP), in accordance with County policy.

Job Type: Full-time, Permanent

Pay: \$150,000.00-\$188,000.00 per year

Closing Date: This competition will remain open until a suitable candidate is selected.