



Due to the upcoming retirement of the incumbent

WE'RE HIRING!

MUNICIPAL TREASURER

MUNICIPAL DISTRICT OF RANCHLAND NO. 66

OFFICE LOCATION: Chain Lakes Provincial Park

EMPLOYMENT TYPE: Full-time

REPORTS TO: Chief Administrative Officer

The Municipal Treasurer will provide core financial and accounting support, as well as other selected duties to the Municipal District of Ranchland.

KEY RESPONSIBILITIES

Accounting & Financial Management

- Manage and maintain the municipality's general ledger, including monthly and year-end entries
- Oversight of accounts receivable, accounts payable, billing, and receipting functions
- Support and coordinate the annual financial audit and assist the CAO with the annual budget process
- Monitor and manage municipal investments and cash flow
- Prepare and present financial reports to Council (including actual vs. budget)
- Ensure compliance with provincial legislation and financial standards
- Maintain internal controls to safeguard municipal assets
- Oversight of finance and accounting functions performed by other staff

Taxation & Property Assessment

- Oversee property tax roll preparation, tax levies, and collections
- Liaison with the Municipal Assessor and coordinate the MD Property Assessment Records

Asset Management

- Administer asset management systems and calculate tangible capital asset amortization
- Maintain road allowance leases and related reporting

Payroll Administration

- Process payroll and maintain payroll records
- Administer employee benefit deductions and remittances (CRA, LAPP, WCB, etc.)
- Prepare and issue annual T4 statements

Risk Management & Insurance

- Act as the primary contact for insurance policies and claims
- Support and coordinate the municipality's risk management program

Additional Duties

- Prepare grant applications and reporting
- Participate in organizational initiatives such as input to the I.T. system and emergency management (ICS structure)
- Other duties as assigned by the CAO

QUALIFICATIONS & REQUIREMENTS

- Post-secondary education in accounting, finance, or a related field
- A professional accounting designation (CPA) considered a **strong** asset
- Experience in municipal finance or public sector accounting preferred
- Strong understanding of financial systems, reporting, and internal controls
- Knowledge of relevant provincial legislation and municipal operations
- Proficiency in financial and personal productivity software as well as general office systems
- Strong written and verbal communication skills
- High Level of political acumen
- Valid driver's license and ability to commute to the workplace
- Clean criminal record and a Vulnerable Sector check

CORE COMPETENCIES

- Financial and analytical expertise
- Attention to detail and accuracy
- Organizational and time management skills
- Ability to work independently and collaboratively
- Professional integrity and sound judgment
- Discretion concerning confidential matters
- Flexibility to also assist with some non-financial functions.

WHAT WE OFFER

- Remuneration commensurate with experience and relevant education, consistent with the established salary grid range
- Competitive Health and Group Benefits Package
- Local Authorities Pension Plan
- Position subject to the MD of Ranchland personnel policies and procedures

HOW TO APPLY

PLEASE SUBMIT
RESUMES AND
COVER LETTERS TO:



cao@ranchland66.com



Application Deadline:
June 1st, 2026