



Municipal District of Fairview No. 136

Director, Corporate Services and Finance

The Municipal District of Fairview No. 136 is recruiting a Director, Corporate Services and Finance. Reporting to the Chief Administrative Officer (CAO), the Director, Corporate Services and Finance is responsible for the direction and oversight of financial and corporate operations of the Municipality.

Primary areas of responsibility include finance, assessment and taxation, insurance/risk management, and human resources. The complete position description can be found on the Municipal District of Fairview No. 136 website at www.mdfairview.ca.

This is a permanent, full-time position. The Municipal District of Fairview No. 136 offers a competitive compensation, pension and benefits package and flexible work arrangements. Salary range for this position is **\$93,291.42 to \$129,937.54**, dependent upon qualifications and experience.

Preferred qualifications:

- Post-secondary diploma or degree in a related discipline (i.e. Finance, Business Administration, Commerce etc.)
- Minimum of five (5) years recent and directly related supervisory and management experience
- Possession of a valid Class 5 Driver's Licence

Considered an asset:

- Professional Accounting Designation (CPA, CA, CGA, CMA)
- Certified Local Government Managers (CLGM) Designation or National Advanced Certificate in Local Authority Administration (NACLAA)
- Experience in local government authority administration
- Knowledge of or proficiency in using software applications related to municipal accounting, finance and administration.

Alternative combinations of education and/or experience may be considered.

Successful candidates will be required to provide an acceptable driver's abstract and criminal record check at their own expense. The Municipal District of Fairview No. 136 is committed to the health and safety of its employees; participation in its Health and Safety Program and compliance with all policies (including its Alcohol and Drug Use Policy) is mandatory.

Please forward your resume in PDF format or hardcopy to to:

- Email: hr@mdfairview.ab.ca
- Mail: Box 189, Fairview, Alberta, T0H 1L0
- In-person to: 10957 91st Avenue, Fairview, Alberta

This position will remain open until a suitable candidate is found, with first review of Applicants being conducted on **May 2, 2024**. We thank all applicants in advance, but only those applicants chosen for interviews will be contacted.