



Position:	Senior Accountant
Department:	Corporate Services
Reports to:	Director of Corporate Services
Position type:	Permanent, Full-Time
Work location:	Administration Building- High River

Position Overview

Applies the principles of accounting to analyze and prepare financial information and reports, responsible for ensuring the accuracy of the fixed asset information, complying to Public Sector Accounting Standards (PSAS) and maintaining all internal controls.

Key Duties & Responsibilities

- Work with the Directors and Managers to compile annual operating and capital budgets for the County.
- Demonstrate leadership, direction, and accountability for the Finance department.
- Supervision of finance employees in accordance with County policy and procedures including coaching, mentoring, motivating, conducting performance reviews and setting goals.
- Coordinate four-year operating budget projections and five-year capital budget projections.
- Prepare annual year end working papers and financial statements for auditor review.
- Compile, consolidate, and summarize timely and accurate financial information for Council, Directors and Managers.
- Develop and maintain internal processes to mitigate organizational risk, maximize value, safeguard assets and ensure accuracy of reported financial results.
- Oversee that all transactions are posted accurately and in a timely manner.
- Ensure details are properly stated to gather data for reporting purposes (roll forwards, asset categories, capital additions, etc).
- Review actual and budget results and explain fluctuations over prior month, prior year and other time periods as required.
- Make recommendations to Director of Corporate Services regarding the accounting of reserves, assets and expenditures.
- Developing systems and procedures to improve the operating quality and efficiency of the department.
- Complete required financial and statistical reports for Federal and Provincial Governments.
- Perform other duties as assigned from time to time.

Qualifications, Education and Experience

- University Degree or Accounting Diploma combined with a Chartered Professional Accounting Designation (CPA).

- A minimum of three years supervisory, budget and financial reporting experience in a municipal government setting.
- Current satisfactory Criminal Record Check.
- Proficiency with computers, specifically with Microsoft Office (expert knowledge of Excel required).
- Excellent verbal and written communication skills that enable the individual to convey information to staff, council and the public.
- Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

The following are considered *assets* to be successful in this position.

- Experience with Great Plains Dynamics (Diamond Software) and Questica budgeting software.
- Experience in the areas of Public Sector Accounting Standards, the Municipal Government Act, financial reporting and forecasting processes and techniques.

Working Conditions and Physical Demands

- The physical demands of the job include those associated with working in an office setting using computers and associated technologies (such as photocopiers, printers, and fax machines).
- There will be some lifting, carrying, bending, reaching, keyboarding and extended periods of time in front of computer monitors.

INCUMBENT SIGN-OFF

I have read the job description and the primary role and responsibilities for the Senior Accountant and acknowledge that I understand the scope and responsibility of the position. I understand that this is not intended to be an exhaustive list of job duties and responsibilities and that I will be assigned other duties as required to support the success of Foothills County.

Incumbent – Print Name

Date

Incumbent – Signature

Manager – Print Name

Date

Manager – Signature

Created:	March 19, 2026
Revised:	