

EMPLOYMENT OPPORTUNITY

Job Title:	Municipal Finance Officer Intern
Company Name:	Alberta Municipal Internship Program (Government of Alberta)
Company Website:	https://www.alberta.ca/municipal-internship-program.aspx
Type of Employment	full-time, contract
Job Location:	Slave Lake, AB and other communities across Alberta
Job Start Date:	05/04/2020
Salary:	TBD
Educational Requirement:	Completion of Diploma or Degree between Jan. 2018 and April 2020
Brief Job Description:	<p>Are you up for a challenge? We're looking for thinkers, builders, and change-makers. Our internships are for people who dream big, seek purpose, value collaboration and like to build community. The Alberta Municipal Internship Program is seeking new and recent post-secondary graduates for 1 to 2 year paid internships to experience life in municipal government. Whether you participate in the program through the management, accounting or planning streams, you will receive unparalleled formal training designed to give you the knowledge and experience to become a future leader. The Alberta Municipal Internship Program is designed to introduce new and recent graduates to careers in local government in Alberta offering a challenging and rewarding experience. During the internship, interns will gain valuable knowledge and experience and develop skills and competencies in municipal administration/management through a combination of hands-on work experience, learning, mentoring and professional development. For the 2020 program, the Municipal Internship Program has three (3) full-time, paid intern positions in the accounting/finance stream of the program. Municipalities hosting interns in the accounting/finance stream for 2020 are: Mountain View County, Municipal District of Lesser Slave River, and Sturgeon County. Who You Are and What You'll Do Interns are change-makers, problem-solvers, and leaders in their organizations and communities. As an intern, you will learn from and work with great people and great communities doing work that makes you proud everyday. The Municipal Internship Program offers the chance for you to make a real positive impact in the organization and community. Throughout the internship, the intern will learn about municipal accounting and finance through the full accounting cycle – from budget to taxation to year-end</p>

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and audit preparation. Interns will also get an opportunity to complete short rotations through key departments within the municipality to understand how they operate. Responsibilities and activities in this role include, but are not limited to: budget forecasting, participating in budget discussions with council and management, preparing payroll, processing accounts payable and accounts receivable, producing financial reports, preparing for borrowing, preparing financial records for audit and supporting procurement initiatives. What You'll Need to Succeed Candidates should have an interest in exploring a career in local government and/or the public sector. We seek individuals who have a desire to learn about municipalities and communities and who are interested in becoming leaders in their communities. Attributes of successful candidates include: • Motivated and self-directed learners who takes initiative, • Creative and innovative problem solvers, • Analytical and able to understand complex financial matters, • Effective communicators with experience working with community groups or involvement with volunteer community organizations What We Can Offer You The Alberta Municipal Internship Program provides a gateway to the world of careers in local government. Interns in the program will be supported by senior managers and leaders who will coach, mentor and guide you as a new professional in municipal government. Interns will gain extensive knowledge of municipal accounting and finance and will participate in a wide variety of municipal activities to develop your financial management and financial analysis skills. Interns also have access to an extensive network of professionals in the municipal field and receive a salary, benefits and training allowance. Graduates looking to obtain their Chartered Professional Accountant (CPA) designation are welcome to apply as host municipalities can offer experience verification placements to help you achieve your CPA designation. Who Can Apply The accounting/finance stream of the Municipal Internship Program is open to all applicants who meet the following criteria: 1. Applicant must be a graduate of a post-secondary accounting or finance degree or diploma program completed between January 1, 2018 and April 30, 2020 (certificate programs and programs specific to professional designations are not eligible on their own). 2. Applicants must be eligible to work in Canada. 3. Applicants must be willing to relocate to the host municipality or a community within commuting distance of the host municipality. How Do I Apply Find out more about the program and apply at <https://www.alberta.ca/municipal-internship-program.aspx>. Applicants have the option of applying only to the municipalities that they wish to work/live. Applications are due at 12:00PM MST on January 31, 2020.

Contact Person:

Kai So, Internship and Education Coordinator

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How to Apply:	online-company-website
Application Deadline:	01/31/2020