

WANTED :

Change makers Problem solvers Number crunchers Leaders

What This Is About

Discover the world of opportunities available to you through the Alberta Municipal Internship Program. Whether you join 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 was designed to introduce new and recent graduates to careers in local government in Alberta through a challenging and rewarding experience. During the internship, interns gain valuable knowledge and experience and develop skills and competencies in municipal administration/management through a combination of hands-on experience, learning, mentoring and professional development.

For the 2018/19 program, the Municipal Internship Program has four (4) positions in the accounting/finance stream. Municipalities hosting interns in the accounting/finance stream for 2018/19 are: Municipal District of Greenview, Northern Sunrise County, Town of Edson and Town of Ponoka.

Who You Are and What You'll Do

Interns are change-makers, problem-solvers, and leaders in their organizations and communities. You will work with great people and great communities on 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 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 graduates of a post-secondary degree or diploma program specializing in accounting or finance completed between January 1, 2016 and May 31, 2018 who meet the following criteria: Applicants must be eligible to work in Canada

- 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 www.municipalaffairs.alberta.ca/ms/internship. 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, 2018.