

## BUDGET OFFICER

### Finance Department

**Location:** Cold Lake, Lac La Biche or St. Paul campus\*  
**Position type:** Full-time term until December 2026  
**Salary:** \$5,488 to \$7,292 per month

**Job number:** 23-BOB3-83-PC  
**Posting date:** April 16, 2024  
**Closing date:** Will begin reviewing resumes on May 13, 2024

### ABOUT THE POSITION

The Budget Officer is a key member of the Finance department and works alongside the Budget Office team and reports to the Senior Financial Analyst. This role works collaboratively in preparation of College annual budget, quarterly forecast, quarterly reporting, and annual financial statements. The nature and scope of this work has a College wide impact. Sound working knowledge of budgeting, forecasting and financial reporting is required. A thorough understanding of the College's financial guidelines, processes and procedures is required.

Responsibilities include:

- Budget Officer for Academics portfolio, such as: Credit programming, Continuing Education and Marketing.
- Provides expert financial advice and support to Expenditure Officers ensuring financial resources are utilized in a cost-effective manner through budget reporting and meaningful variance analysis.
- Responsible for enterprise workforce budget and forecasts as well as year end variance analysis.
- Processing of journal entries and adjustments as required.
- Reporting attribute and Expenditure Office set up and maintenance.
- Flexible hours of work may include evenings and weekends during peak times.

### QUALIFICATIONS AND EXPERIENCE

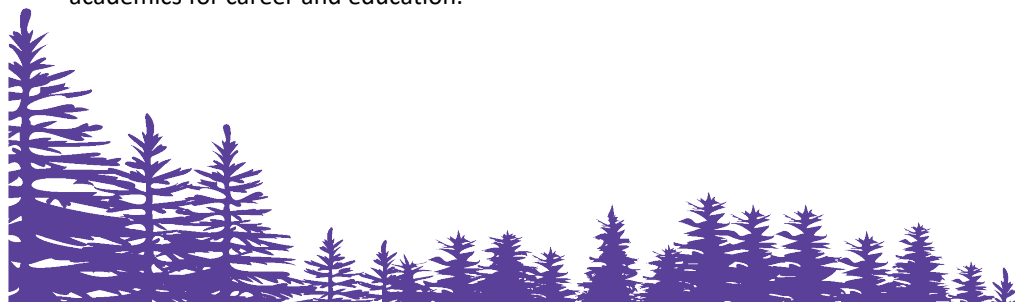
- Degree or Diploma in Accounting, Finance or Business or a combination of education and experience equivalency.
- Minimum three years of relevant or related experience in budgeting, accounting and financial reporting.
- Strong problem solving and analytical skills.
- Must be proficient with computers, especially Excel. Advanced spreadsheet skill is preferred.
- Self motivated and detail oriented.
- Effective communication and organizational skills are essential.
- Knowledge or experience working with Unit 4 would be an asset.
- Demonstrated ability to work independently and provide sound decision making.
- Excellent understanding of the organization's goals and objectives.
- Successful applicant will be required to provide a current police information check.

\*A hybrid or remote work arrangement may be considered for the right applicant within the Portage College service region.

### ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for over 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.



As a member of the Excluded Employment Group, you would have access to a number of benefits that include generous vacation days, participation in the College pension plan and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.

## HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to [hr@portagecollege.ca](mailto:hr@portagecollege.ca). If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

