

Career Opportunity

ABOUT THE AGLC

The Alberta Gaming and Liquor Commission is a dynamic organization leading Alberta's gaming and liquor industries. Our team of high performers is driven to provide our customers with outstanding service and Albertans with choices they can trust.

ABOUT THE POSITION

Supervisor, Liquor & Other Revenue

Competition #: 17-037

Salary: \$58,970.34 to \$77,352.57 per annum

Closing Date: Tuesday, June 27, 2017

Position Location: St. Albert

JOB SUMMARY

We are looking for a resourceful Supervisor to lead a team of Revenue Administrators to ensure timely and accurate processing, recording and reconciliation of revenue from various revenue streams.

In this position you would report to the Manager, Revenue Accounting and be accountable for the day to day operations within your work unit. This includes (but is not limited to) reviewing and approving journal entries, working papers and monthly reconciliations. Ensuring accurate and timely payments are received, resolve any outstanding items including discrepancies and proactively working with warehouses and breweries to resolve issues. In this role you will also maintain positive and effective relationships with both internal and external stakeholder to assess and recommend opportunities for improvements and application of best practices.

As a member of the Revenue Accountings Leadership team, you would be expected to support and contribute to the success of the team. This includes strategically and actively planning the unit's workload and priorities, as well as developing and researching process improvements and training to maximize efficiencies.

To be successful in this role, you must be able to demonstrate the AGLC values of Excellence, Integrity, Collaboration, Respect and Innovation, and be able to instil these values into your leadership abilities to effectively guide, coach and mentor staff. Conflict resolution, discretion, good judgment, confidentiality and excellent verbal and written communication skills are a must. As a strong leader you will also be expected to plan and prioritize workloads, manage work flow and work well under stress to meet deadlines as well as display well-seasoned multitasking abilities to coordinate various operational demands.

SKILLS/QUALIFICATIONS

- University graduation in a related field (Finance, Accounting) with a minimum of one year of related accounting experience is required. Supervisory experience is also required.
- Advanced understanding of financial management including General Accepted Accounting Principles (GAAP), internal control along with auditing principles and techniques is essential to this role.
- Preference will be given to applicants who hold or are pursuing a CPA designation.

NOTE: An equivalent combination of education and experience may be considered. Candidates with lesser qualifications may be considered at a lower classification and salary. This recruitment may be used to fill future vacancies.

Career Opportunity

To be eligible to work for the Alberta Gaming and Liquor Commission, you must be a Canadian citizen, permanent resident or eligible to work in Canada. We offer a comprehensive range of benefits. As a condition of employment you will be required to obtain a security clearance and clean drivers abstract prior to employment. While we appreciate all applications we receive, we advise that only candidates under consideration will be contacted. The AGLC is committed to creating a diverse environment and is proud to be an equal opportunity employer.

To learn more about the Alberta Gaming and Liquor Commission and to view the complete job posting, please visit our website aglc.ca

ABOUT THE DIVISION and BRANCH

Corporate Services and Finance Division provides corporate business support services for the AGLC. The Finance Division specifically, records and reports all gaming and liquor revenue; pays, records and reports all expenditures; provides cash management services, financial analysis, payment and payroll services; and coordinates all financial reporting for the AGLC and the Alberta Lottery Fund to the Board and Government as well as the management of the annual budget process to ensure resources are allocated in alignment with strategic and other corporate priorities.

Please send resumes as a Word document or PDF including competition number, to:
Alberta Gaming and Liquor Commission - Human Resources
50 Corriveau Avenue
St. Albert, AB T8N 3T5
Fax: 780-447-7400
E-mail: hr@aglc.ca

Why the AGLC?

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| Comprehensive wage and benefit packages | Closed between Christmas and New Years |
| Pension / dental / medical plans | Health and Wellness Spending Accounts |
| Financial support for personal development | On-site cafeteria and fitness facility |
| Learning & Development opportunities | Employee and Family Assistance Program |
| Compressed work week schedule | Social events |
| 3 paid Personal Days per year | Free parking |