



TEMPORARY FINANCE TECHNICIAN

Competition #: CC06042026FT

Cypress County is a rural municipality in the southeast corner of Alberta. The county's approximately 7,800 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

We have an exciting opportunity for a **Temporary Full-time Finance Technician** to join our team. The term of the position will be 6 months.

THE OPPORTUNITY

Reporting to the Finance & Accounting Coordinator, this position provides financial, administrative, and customer service support to the Finance Department. Key responsibilities include processing and monitoring expenditures, payments, revenues, invoicing, and customer payments while ensuring accuracy, compliance, and timely service delivery. The role also provides administrative support and backup to the Finance team and serves as a point of contact for internal and external stakeholders.

The ideal candidate possesses excellent written and verbal communication skills, strong organizational and problem-solving abilities, and exceptional attention to detail. They thrive in a busy office environment with frequent interruptions, can effectively prioritize competing demands, and consistently meet deadlines. A proven ability to work independently while contributing collaboratively within a team-oriented environment is essential.

QUALIFICATIONS

- Diploma in Accounting, Business Administration, or related field preferred
- Minimum of three (3) years of related experience with a focus in accounts payable/receivable or similar role.
- Demonstrated proficiency in financial systems software including spreadsheet applications, database, and word processing
- Experience with Microsoft Dynamics GP, Diamond and Questica Budget an asset
- A management approved equivalent combination of education and experience may be considered.

WORK CONDITIONS

- Primarily office-based with regular interaction with internal departments, vendors, and the public.
- Requires prolonged periods of computer use, data entry, and document preparation while maintaining attention to detail.
- Operates in a fast-paced environment with competing priorities, interruptions, and deadlines.
- Requires discretion and confidentiality when handling sensitive information.
- Occasional overtime or extended hours may be necessary to support operational requirements.

- Requires flexibility and responsiveness to changing operational priorities and urgent requests.

WHY CYPRESS COUNTY?

Cypress County offers a highly attractive total compensation package, including:

- Competitive salary
- A 37.5-hour work week.
- Support for learning and professional development opportunities.
- The chance to make a meaningful impact while enjoying a balanced rural lifestyle.

To learn more about what Cypress County has to offer please visit our website, www.cypress.ab.ca.

HOW TO APPLY

If this opportunity interests you, please forward your resume and cover letter no later than:

4:30 p.m. on Friday, June 19, 2026, to competitions@cypress.ab.ca

To ensure your application is properly tracked, please include the competition number and your full name in the email subject line.

Subject line example: Competition CC06042026FT – First Last

Please also ensure your **name is clearly indicated on your resume and cover letter**. Applications that are missing identifying information may not be considered.

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*