

## Accounting Officer

Branch: Financial Management

Application Deadline: January 26, 2026

### Participate in Meaningful Work

As an Accounting Officer you will work closely with a designated client group of Members of the Legislative Assembly (MLAs) and managers to accurately screen expenses for compliance, support the monthly financial reporting process and complete public expense disclosures. Reporting to the Manager of Compliance, Accounting and Financial Systems you will assess and advise clients on the compliance requirements of transactions submitted for payment and recommend options. In addition to ensuring compliance of transactions, your daily work includes reviewing and processing credit card, accounts payable, accounts receivable, general ledger and nonfinancial transactions by entering them into the accounting system.

### Contribute to an Engaged Workplace

You are an excellent communicator with the ability to clearly and effectively explain expense eligibility requirements to nonfinancial clients, both verbally and in writing. You bring a solid understanding of accounting principles and have experience working within a fully integrated enterprise resource planning (ERP) system to accurately and efficiently process transactions.

You are highly organized, analytical, and you pride yourself on your accuracy. You demonstrate sound judgment and tact in your interactions, and you are comfortable investigating and resolving issues quickly, including communicating options to clients and influencing towards outcomes. Your interpersonal skills foster strong working relationships with both teammates and clients.

### Bring Your Excellence to the LAO

Your background includes a two-year diploma in a related field plus five years progressively responsible related experience in accounts payable and receivable. This includes advising on compliance of financial transactions, including interpreting acts, regulations and policies for staff and clients. Equivalencies may be considered.

You have strong computer skills, including spreadsheet, word-processing and database applications, and strong written and verbal communications skills.

Experience working with public service disclosures and/or public service compliance would be considered an asset.

### Why Choose the LAO

We are offering a salaried, full-time position in a skilled, diverse and united workforce, where employees feel engaged, supported, safe, respected and valued. The monthly salary range for this position is \$5,539.90 to \$7,270.98, dependent on qualifications. We support your career development throughout your time with us at the LAO.

**We are currently recruiting for two positions: one ongoing and one temporary, two-year term.**

Our comprehensive benefits package includes health and dental options you can choose based on your needs and alter annually at Choice Point time and an annual health spending account to supplement your coverage. As a salaried employee you will also participate in the Alberta public service pension plan (PSPP).

We value employee wellness and work-life balance. The LAO starts all salaried employees at 15 days of vacation per year and provides a variety of leaves for life events. All employees can access the free and confidential Employee and Family Assistance Program.

To apply for this position, please submit your resumé and a cover letter highlighting your relevant experience to [hr@assembly.ab.ca](mailto:hr@assembly.ab.ca). The deadline for applications is January 26, 2026. Only shortlisted candidates will be contacted for an interview.