

April 27, 2009

Group Lead, Filing Compliance & Collections Finance 4

Alberta Finance and Enterprise, Edmonton - Are you a skilled leader who likes to solve problems, facilitate change, and motivate people? Do you have excellent communication skills, enjoy working in a team environment and have a great sense of humor? If so, we may be looking for you to take up the challenge as a Group Lead in our Filing Compliance and Collections area.

As a Group Lead, you will assist the Sr. Manager with the day-to-day planning, operation, reporting and control of the area's compliance filing and collection activities. You will provide direction and support to the members of your team to facilitate the recovering of overdue corporate tax and commodity debts and returns.

You will facilitate input from your group as well as support the communication of corporate business plans, goals and responsibilities to your group in order to ensure efficient and responsible enforcement processes. Other responsibilities include providing first level problem resolution, working with Technical Specialists and Sr. Manager to manage process risk, and reviewing and approving enforcement actions recommended by your group.

You will ensure the training and development of the individuals in your group and will be responsible for assessing and managing individual performance as well as your group's progress towards program goals.

As a proactive supervisor, your tact, professionalism, positive attitude, desire to excel and ability to balance enforcement with client service are essential for your success in this challenging role.

Qualifications: A professional accounting designation (CA, CMA, CGA) is desired plus several years of progressively responsible related experience. Equivalencies will be considered. Supervisory experience and tax administration experience in a collections environment along with strong analytical, planning and organizing skills are definite assets.

Proficiency with a computer based inventory management system and other computer based processes / applications. (e.g.: Word, Outlook, Excel) are required.

NOTE: Final Candidates for this position will be asked to undergo a security screening. This competition may be used to fill future vacancies.

[Click here for position profile](#)

Online applications are preferred. To apply online, visit www.jobs.alberta.ca or use the direct link below. Please quote the competition number and the position you are applying for when submitting your application. Applicants who apply online will receive an e-mail acknowledging receipt of their application.

Salary: \$63,804 - \$83,808

Closing Date: May 10, 2009

Competition No.: 056109

Type of Competition: *Open Competitions* are available to the general public and current Alberta public service employees. You must be a Canadian Citizen, permanent resident or eligible to work in Canada.

Apply online: Please apply for this competition using the secure application link below. The secure application provides the most up to date web security and helps to ensure the information in your application is protected.

APPLY ONLINE FOR THIS POSITION: [Secure Application](#)

**The HR contact for this competition is: Tricia Shapiro, HR Consultant at Alberta Finance and Enterprise, Room 546, Terrace Building, 9515 - 107 Street, Edmonton, Alberta, T5K 2C3.
Phone: (780) 427-3070; Fax: (780) 422-0421.**

We thank all applicants in advance; however, only individuals selected for interviews will be contacted. Interviews are scheduled to begin approximately May 21, 2009.

For further information about Alberta Finance and Enterprise, see our website at <http://www.finance.alberta.ca>