



Municipal Internship Program – Host Profile

Municipal District of Lesser Slave River

Program stream: Finance Officer

<https://www.mdlsr.ca/>

*Picture a path where your career isn't just a job – it's a journey.
Where you can take the lead, draw strength from others, and find brave new ways forward.
Imagine a place that offers the best of both worlds: a good living... and a great life.
Progressive leadership isn't paint-by-number. It's a puzzle; putting the right pieces where they belong.
It's about finding resourceful ways to solve complex problems. That's why we're taking a different path
to growing our leadership team. Instead of the same-old textbook requirements
and cookie-cutter job descriptions, we want you to start the conversation.
Tell us who you are, where life has taken you, and what you envision next for your career.
The opportunity exists for a municipal government intern to join our progressive and well-positioned municipality.
We seek to attract employees who are innovative, adaptable and contribute, with
strong interpersonal and communication skills and a shared passion for public service delivery.
You will contribute to the positive culture within the department and across the organization,
and you will be critical in developing, advancing, and achieving
Lesser Slave River's strategic priorities.*

About the Municipal District of Lesser Slave River

It can be argued that the abundance of natural spaces and recreational opportunities in our boreal backyard contributes to a healthier work/life balance. With access to the expansive trail system, which forms part of The Great Trail, as well as provincial parks, beaches, campgrounds and countless other outdoor amenities, every day extends a new opportunity to engage in outdoor activities, de-stress, and recharge. This proximity to nature not only promotes a healthier lifestyle, but also facilitates a greater work focus when needed, as you can easily seek solace in the tranquil surroundings just by stepping outside. The genuine work/life balance here at the MD is considered by many as one of our key differentiators. In contrast to many municipal organizations where the lines between work and personal life can blur, we offer a more relaxed and flexible atmosphere that strikes a better balance between your professional responsibilities and your family, hobbies, and leisure activities. Experience the best of both worlds. Grow a fulfilling career where the sky's the limit and reap the many benefits of a family-first rural lifestyle.

Check out some unique services available in and close to our [community](#).

[Watch video about the Municipal District of Lesser Slave River](#)

About the Municipal District of Lesser Slave River as an employer

Our collaborative culture empowers team members to have a direct impact on regional policies and initiatives that truly matter. This not only enhances their professional growth and knowledge but also enables them to contribute positively to the welfare of the region and its residents. If you are forging a career path in public service, you're driven by the prospect of making a real difference in the lives of others. Align yourself with a progressive municipality that serves its staff in the same manner. The upside of a career with the MD goes beyond just the professional realm. We offer a sense of belonging, the chance to be part of impactful projects, and the opportunity to enjoy a high quality of life in a close-knit community. By choosing to work here at the MD of Lesser Slave River, you have the potential to truly make a difference - both in your own life and the lives of the citizens you serve.

Find out more at www.alberta.ca/municipal-internship-program.aspx

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To support our intern, we have on-site mentoring from our Director (15 years of experience) and our Finance Manager (20 years of experience) in accounting with Municipal Government. Professional development funding is available.

Please see our [Lesser Slave River careers page](#) to learn more about our organization.

What's happening in the Municipal District of Lesser Slave River?

We are a smaller sized municipality. As our intern, you can gain experience in a large variety of financial areas such as:

- property taxes
- budgets
- accounts payable
- financial statement presentation
- capital assets
- grants

There will be many more opportunities as well such as interacting with the whole municipality and its departments! Our collaborative and supportive team looks forward to teaching and mentoring while listening to your ideas and questions. We would also be interested in not only teaching and mentoring, but also the possibility of the intern becoming a permanent asset to our team.

Our main office is just outside of Slave Lake. Our community amenities and the activities on the lake and other natural areas should meet every person's needs.

The replacement of the Smith Bridge will provide a great experience to our Municipal Intern. This massive project has a lot of moving parts ... budget, grant writing, tenders, inspections, milestone payments, and is a valuable learning experience! With our Marten Beach flood mitigation, the work is enriched with these experiences. Our region is geographically large which can cause some challenges that are unique to the MD.

Proposed intern activities:

The intern workplan lays out all areas of finance. As our intern you will experience all the following areas within finance:

- property tax
- Accounts Payables
- Accounts Receivables
- payroll
- asset management
- financial statement preparation
- budgets
- grants, and
- attend all staff and departmental meetings

Other project work including:

- account analysis
- grant documentation
- financial statement analysis
- project costing and forecasting (which will vary in size and scope)
- preparing reports
- presenting to council

The above will be valuable experience for your future career - let us help you build the tools you need to soar.

Employment Details

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Work arrangements: Our intern will work in the office, although there may be some flexibility to work from home occasionally

Driver's Licence: Required

Public Transit: Not available

What the Municipal District of Lesser Slave River is looking for in a candidate

- Accounting designation as a goal
- understanding of financial statements and processes
- strong technology skills
- willingness to learn
- innovative
- interpersonal and communication skills
- basic understanding of municipal government
- experience in Great Plains is an asset, but not required
- experience with Diamond software is an asset, but not required

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