



Municipal Internship Program – Host Profile

Town of Raymond

Program stream: Finance Officer

<https://raymond.ca/>

Welcome to Raymond, a community pulsating with energy, growth, and a maverick spirit that defines us. As we chart our path towards a future filled with promise, we invite you to join our dynamic team and be part of the excitement. Raymond isn't just a town, it's a rapidly expanding canvas of opportunities and traditions, where history meets innovation and passion fuels progress. In the heart of our community beats the rhythm of change, echoing in our solid and sustainable population growth, investment attraction, and provincial, national, and international recognition for initiatives like our groundbreaking Municipal Solar Initiative.

As a member of our team, you'll play a crucial role in shaping the future of Raymond. We are on a mission to enhance the professionalism of our staff, elevate the quality of life for our residents, and attract new economic investment, services, and employment opportunities. None of this would be achievable without the dedication of our forward-thinking elected officials, innovative staff, and the unwavering support of our community. We're on the lookout for motivated and talented individuals who embody flexibility, innovation, and a passion for community building. If you're ready to contribute your unique perspective to old and new challenges, express your opinions collaboratively, and work tirelessly to turn decisions into action, we want to hear from you. Join a team of 22 full-time permanent employees and up to 50 part-time seasonal staff as we anticipate a \$9.2+ million operating and \$9.9+ million capital budget in 2024. Your impact here isn't just a possibility; it's a certainty!

Be part of a community that dreams big, works hard, and exceeds expectations. If you're ready to embark on a journey where your talents meet limitless opportunities, submit your application and resume. We can't hire everyone, but with exceptional individuals like you, we're confident we'll add remarkable new members to our team and surpass even our wildest expectations. Let's build the future together.

About the Town of Raymond

Nestled in the heart of Alberta's scenic deep south, the vibrant Town of Raymond invites you to embrace the allure of expansive horizons and boundless skies. Conveniently situated just 20 minutes southeast of Lethbridge, Alberta's fourth-largest city, and a mere 50-minute drive from the US border, our community is uniquely positioned for both tranquility and accessibility. Immerse yourself in the rich cultural tapestry that surrounds Raymond, with three UNESCO World Heritage Sites- Writing-on-Stone, Head-Smashed-In Buffalo Jump, and Waterton Glacier International Peace Park-all within a leisurely hour's drive. Prepare to embark on a journey of outdoor adventures and cultural exploration, all easily within your reach. Raymond boasts a plethora of outdoor and recreational amenities, rivaling those found in larger cities. Experience the thrill of our state-of-the-art Aquatic Centre, tee off at the renowned Hells Creek Golf & Footgolf Course, or revel in the sporting excellence of the Victoria Park Sports Complex. Plus, with fiber-to-the-premise connectivity for every home and business, staying seamlessly connected has never been easier. In Raymond, discover a place where you can effortlessly nurture both your soul and connections with loved ones. The perfect blend of natural beauty, recreational offerings, and modern connectivity awaits you in this welcoming community.

In the heart of our community, there's a popular saying, "Skip the Trip." Raymond boasts a comprehensive array of amenities, including a medical clinic, hospital, pharmacies, restaurants, a bank, gas stations, mechanics, car dealerships, grocery stores, libraries, chiropractic services, massage, and even live theater. However, if your preference leans toward the appeal of major retail stores, you'll find that a quick 20-minute drive grants you access to renowned establishments like Costco, Walmart, and Best Buy.

[Watch video about the Town of Raymond](#)

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

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About the Town of Raymond as an employer

The Town of Raymond fosters a dynamic organizational culture that seamlessly blends performance-driven initiatives with a strong foundation of support. Our employees are not just encouraged but empowered to pursue excellence in their roles. We believe in providing a conducive environment where individuals can thrive, and to facilitate this, we offer mentorship programs led by experienced management, opportunities for continuous professional development, and an atmosphere that thrives on collaboration. At the core of our culture is a commitment to integrity and trust. We believe that when employees are provided with a foundation of honesty and trustworthiness, they are more likely to excel and contribute to the overall success of the organization. Our culture is not just a set of values; it's a living, breathing ethos that guides every aspect of our operations. Join us at the Town of Raymond, where you'll find a workplace that not only recognizes and rewards performance but also provides the support and resources necessary for your continuous growth and success.

We always encourage additional learning and development. Given the size of our organization, we are not able to offer the specific tasks needed to fulfill the CPA requirements. However, if municipal finance is a career goal, our internship will provide breadth, depth, and scope of work as our finance department does it all. Here you will be given experience and opportunities that you probably won't get elsewhere.

What's happening in the Town of Raymond?

If selected as our Intern, you will see these things happening in our community and organization:

- We are developing a new professional development program for our employees.
- We have several large capital projects happening in the community including, sewer lagoons, a new high school, and new rodeo grounds.
- We are developing a new asset management program.

Proposed intern activities

- Acting as primary point of contact servicing a few administrative contracts for the Town of Raymond
- Development of accounting control measures including policy and procedures
- Assisting as needed on capital projects including new sewer lagoon, new high school, new rodeo grounds
- Assisting with the development of the Town's asset management program
- Assisting with payroll, accounts receivables, accounts payables, receipting

Employment Details

Work arrangements: Primarily work in office.

Driver's Licence: Required

Public Transit: No public transit available.

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What the Town of Raymond is looking for in a candidate

Some of the specifics we are looking for include that you:

- Reside within a 45-minute drive of the community; the Town does not reimburse travel expenses to the workplace
- Possess a valid driver's licence with a clean abstract, as the role may involve travel to various locations
- Provide a satisfactory Police Information Check (Criminal Record Check)
- Have proficiency in Microsoft Office, including Word and Excel, with a willingness to learn other software platforms
- Demonstrate a high level of attention to detail
- Exhibit excellent communication skills, both verbal and written
- Possess political acumen; experience supporting executives is an asset
- Demonstrate the ability to multitask effectively
- Have experience in facilitating and coordinating work on behalf of others, serving multiple stakeholders
- Work independently within a team environment
- Have previous accounting experience

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