



EMPLOYMENT OPPORTUNITY

Position:	Accounts Payable Administrative Assistant
Closing Date:	May 15, 2023, or until suitable candidate is found

The County of Vermilion River is seeking a highly motivated individual to join our safety-oriented team as an Accounts Payable Administrative Assistant.

KEY QUALIFICATIONS

- Certificate in Accounting as a minimum; Diploma or Degree in Accounting, Finance or Business Administration is preferred.
- Experience in an Accounts Payable role, preferably in a municipal environment
- Familiarity with Central Square (Diamond/Great Plains) software is an asset.
- Consideration will be given to an equivalent combination of education and experience.

KEY RESPONSIBILITIES

- Data entry of accounts payable invoices/vouchers/purchase orders.
- Process and distribute accounts payable cheques and EFT's accurately & timely.
- Scan and file invoices and backup.
- Reconcile vendor statements and accounts as applicable.
- Respond to vendor inquiries.
- Implement system enhancements as they occur.
- Front Counter Reception duties including phone, mail, cash receipts, supplies, etc.
- Perform various duties as they arise or as assigned by supervisor.
- May provide backup for vacation coverage as the need arises.
- Records Management as it pertains to all areas of this position.

SKILLS

- Excellent data entry skills
- Strong analytical and critical thinking skills
- Strong computer skills, intermediate proficiency with Microsoft Office 365
- Strong work ethic and highly motivated; able to respond to requests, while performing with a high level of accuracy and attention to detail.
- Must be able to prioritize to meet strict deadlines, i.e. month end.
- Team player with excellent written and verbal communication skills

A competitive salary and comprehensive municipal benefits package are available. The successful candidate must provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found. This position is only open to those legally entitled to work in Canada.

Applications clearly marked: "**CONFIDENTIAL – ACCOUNTS PAYABLE ADMINISTRATIVE ASSISTANT**" can be submitted by **MONDAY, MAY 15, 2023**, to:

Human Resources Manager
County of Vermilion River
4912 – 50 Avenue, Box 69 Kitscoty, AB T0B 2P0
Email: hr@county24.com Fax: 780.846.2716

All resumes and personal information provided will be managed in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.