



Accounts Payable Clerk – Competition #S52-20/21 – Swift Current Campus

Reporting to the Accounting Manager, the Accounts Payable Clerk is primarily responsible for the efficient maintenance and processing of accounts payable transactions. This involves generating cheques and purchase orders, preparing information for reports and reconciling and maintaining accounting files and databases. The Accounts Payable Clerk works in collaboration with the Accounts Receivable Clerk and Payroll Officer to ensure cross-functional support.

Duties

Specific duties will include:

Accounts Payable

- Prepare accounts payable including sorting, coding, data entry, processing and reconciling to the general ledger.
- Manage workflow, ensuring appropriate invoice and payment approvals.
- Receive and process employee expenses and credit card payments.
- Administer college purchase orders including the preparation, distribution and maintenance of computerized purchase order system.

General Accounting Support

- Complete daily bank transactions.
- Prepare balance sheet reconciliations.
- Complete general journal entries as required.
- Reconcile book and resource inventory records.

Administration

- Perform administrative duties, such as filing, photocopying and scanning.
- Filing and organization of paper-based and electronic records including maintenance of the college's archive files.
- Prepare and update various reports for internal and external users including provincial and federal governments.

Knowledge, Skills and Abilities

Candidates should be able to demonstrate:

- Knowledge of computerized accounting systems.
- Knowledge of Microsoft Office applications including Excel, Word and Outlook.
- Intermediate level knowledge of accounting principles and theories.
- Strong attention to detail, with a proven high degree of accuracy.
- Strong organizational skills.
- Ability to prioritize work and meet deadlines within an environment of tight timelines and frequent interruptions.

Education and Experience

- Minimum of a two-year post-secondary diploma with an accounting focus. This education would typically provide knowledge of business communications, accounting processes and computer applications.
- Minimum of one-year practical related experience, typically providing the skills required to complete a total fiscal year of an accounting cycle including preparing for and participating in the year end audit process.

For additional information on any of these competitions, please contact Sarah Choi, Accounting Manager, at (306) 778-5465.

Send resume and cover letter quoting competition of interest to gpchr@greatplainscollege.ca

Applications received prior to 12:00pm on May 31, 2021 will be reviewed for this competition.

The successful applicant will be required to complete a criminal background check that is satisfactory to Great Plains College.