



Accounting Technician (Permanent) – Competition #41-25/26 – Swift Current Campus

Reporting to the Accounting Manager, the Accounting Technician oversees the organization's accounts receivable operations, including invoicing, payment processing, monitoring outstanding balances, and maintaining accurate financial records across the organization. As part of the Finance team, the role also supports other accounting functions and financial administrative processes as required, contributing to the accuracy, efficiency, and effective management of the organization's financial operations.

Start Date: April 27, 2026

FTE: 1.0

Qualifications:

Candidates should be able to demonstrate:

- Knowledge of computerized accounting systems with experience in Business Central preferred.
- Knowledge of Microsoft Office applications including Excel, Word, and Outlook Email.
- Knowledge of accounting principles and procedures as they relate to the recording of revenue and expenditures.
- Experience in prioritizing tasks and managing workload, time management skills, and the ability to work with minimal supervision.
- General knowledge of office equipment and administrative systems.
- The minimum educational qualification for this position is a two-year Diploma, from a recognized institution, with a major in accounting. This education must provide knowledge of accounting principles and procedures, computerized accounting systems, strong use of computers, knowledge of business practices, and interpersonal and communication skills.

A complete job description and competencies for this position can be found on the Great Plains College [website](#). For additional information, contact Tyler Bragg, VP Finance & Administration at 306-778-5935.

Send resume and cover letter, quoting competition #41-25/26 to: gpchr@greatplainscollege.ca. Applications received prior to 12:00 pm on April 3, 2026 will be reviewed for this competition. We wish to thank all candidates who apply, however only those selected for interviews will be contacted.

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