



Accounting Technician – Accounts Payable (Permanent) – Competition #25-26/27 – Swift Current Campus

Reporting to the Accounting Manager, the Accounting Technician – Accounts Payable (A/P) oversees the organization's accounts payable operations, including payment processing, verifying supporting documentation, preparing information for reports and reconciling and maintaining accounting files and databases. 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: ASAP

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 managements skills, and the ability to work with minimal supervision.
- General knowledge of office equipment and administrative systems.
- Oral and written communication skills.
- Work co-operatively with college staff, suppliers, clientele and external organizations/individuals.
- Attention to detail and accuracy.
- 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.

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

Send resume and cover letter, quoting competition #25-26/27 to: gpchr@greatplainscollege.ca. Applications received prior to 12:00 pm on August 27, 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.