



Accounting Technician - Town of Sexsmith

Job Overview:

Duties include but are not be limited to A/R and A/P responsibilities, payroll and benefits administration, general ledger account maintenance, assistance with bank reconciliations and budget variance reporting. This position would also assist the Administrative Supervisor and act as a back-up for reception when needed.

Qualifications:

Reporting to the CAO the successful candidate will possess knowledge of accounting principles, experience in their application and previous experience in an accounting role. Experience with Microsoft Office, ability to maintain a high degree of accuracy in data entry and maintenance and analysis of general ledger accounts is required. Knowledge of Diamond Municipal Software would be an asset. Must have excellent customer service skills and the ability to work with minimal supervision.

What We Offer:

A fulltime employment opportunity with a wage range of \$26.67 - \$33.27 hourly, benefits and a pension plan.

Please submit your resume to the Town of Sexsmith office in person, by email to admin@sexsmith.ca or by mail to Box 420 Sexsmith AB T0H 3C0, Attention Rachel Wueschner. Only candidates selected for an interview will be contacted.

Application will be accepted until Friday August 24, 2018.