



FINANCIAL CLERK

Accounts Payable/Accounts Receivable
Full-Time/Permanent

Located in the heart of Central Alberta, Red Deer County provides a wonderful mix of rural and urban amenities. Over 97% of County residents report high satisfaction with their quality of life, making Red Deer County a great destination for both living and working.

Red Deer County is a great place to work! It is much more than just a job to go to. It is a place where everyone plays an important role. At Red Deer County, we believe that mutual trust and respect, shared responsibility, and open communication are essential characteristics for creating personal success within a first-class working environment. We'd love to have you onboard!

Red Deer County has a permanent, full-time position for a dynamic and highly motivated **Financial Clerk (AP/AR)** to supplement our ongoing focus in the delivery of customer service excellence.

Key Responsibilities

Under the direction of the Financial Coordinator, the Financial Clerk – AP/AR is responsible for the overall timely, accurate, and efficient management of the accounts payable system. The position involves preparation and processing of vendor invoices, ensuring adherence to the purchasing policies, responding to vendor and employee inquiries, reconciling the sub-ledger and vendor statements, and assisting in the process of continuous improvements to the accounts payable processing function. Additionally, this position is responsible for the generation and administration of the miscellaneous receivables generated by the County and the completion of the monthly G/L reconciliation, with the assistance of the Finance Department.

Qualifications

- Completion of a post-secondary office administration (business/accounting) diploma plus a minimum of four (4) years progressively responsible experience. An equivalent combination of experience and education may be considered.
- Well-developed interpersonal, communication, and administrative skills with accurate attention to detail.
- High degree of accuracy in word processing (MS Word), spreadsheets (MS Excel); data-entry experience and accuracy are essential.
- Proven competency with MS Office software.
- Ability to work independently with minimal supervision.
- Ability to use tact and judgment when responding to inquiries and interacting with residents, visitors, as well as all levels within the organization, with a focus on quality customer service.
- Ability to work within a deadline-orientated environment.
- Ability to work with confidential information.

- Acceptable Criminal Records Check.
- Experience in a local government environment is considered an asset.

Full position description is available upon request

Additional Information

This is a permanent, full-time position (35 hrs/week). Red Deer County offers a competitive compensation package, learning opportunities, and work hours that enable a superior work-life balance.

Qualified parties are requested to submit a detailed resume and cover letter to the Human Resources Department no later than **5:00 p.m., Sunday, March 17th, 2024**, to:

HUMAN RESOURCES DEPT.

hr@rdcounty.ca

www.rdcounty.ca



We thank all applicants for their interest; however, only those invited for an interview will be contacted.