

Township of Langley

Job Title:	Accounts Payable Coordinator
Competition Number:	25-U047
Employment Type:	Regular Full-Time
Pay Rate:	\$37.58 - \$44.22 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:30am – 4:30pm
Competition Opening Date:	April 9, 2025
Competition Internal Closing Date:	April 17, 2025
Competition External Closing Date:	April 23, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Accounts Payable Coordinator** to join our team of professionals in the Finance Division. Reporting to the Manager, Financial Systems and Supplier Services, in this unionized position you will coordinate, supervise and participate in the processing, maintenance and reconciliation of accounts payable transactions and perform the more complex reconciliations, cost allocations, transactions and adjustments.

Responsibilities

- Coordinate, review and participate in the processing, maintenance and reconciliation of accounts payable transactions for general ledger, suspense and other accounts
- Plan, assign, supervise and review the work of staff on the Accounts Payable team
- Provide guidance on and resolve complex issues
- Assist with hiring, training new staff and timesheet approvals
- Administer payments for major capital projects
- Perform various year-end reconciliations and monthly tax remittances and reporting
- Perform related work as required

Qualifications

- Completion of Grade 12, supplemented by completion of two years in a recognized professional accounting program and considerable related experience; or an equivalent combination of training and experience
- Considerable knowledge of the practices, policies, procedures, regulations, requirements and legislation governing the work performed
- Sound knowledge of accounts payable procedures, reconciliations and transactions, and of bookkeeping methods and procedures
- Ability to establish and maintain effective working relationships with internal and external contacts
- Ability to communicate effectively orally and in writing

Apply Now

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We appreciate all applications; however, only short-listed candidates will be contacted for an interview.