

## The opportunity

Leduc County is looking for an experienced and highly motivated Accounting Clerk – Accounts Payable to join our team. Reporting to the Manager – Accounting Services, this exciting opportunity provides front line service delivery to residents, internal and external stakeholders and support to the department. Through a solution-oriented approach, the accounting clerk is key to the execution of the department's deliverables.

## About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

## What you will do

- Greets visitors in a professional and friendly manner (in person, electronically and by telephone), responds to inquiries and directs to the appropriate person or department.
- Completes all accounts payable functions to achieve optimal cash-flow management and maintain vendor relationships.
- Prepares spreadsheets, correspondence and balance sheet reconciliations.
- Provides support to the manager and department staff as required.
- Researches and carries out special projects, financial analysis and reports as assigned.
- Provides backup support for Accounting Clerk – Cash Receipting and Administrative Assistant/Receptionist - Finance as required.
- Provides cover for lunch-hour County Centre front desk reception duties on a rotational basis with other finance staff.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

## What you need to succeed

### *Must-have*

- Certification in accounting and one (1) year of accounting related experience.
- Proficiency in Microsoft Office applications, including word processing, spreadsheets and databases.
- Ability able to produce documents in various business formats that are error free and grammatically correct.
- Ability to follow verbal and written instructions and procedures, prioritize tasks and work independently.
- Ability to contribute effectively in a team environment and provide consistent, friendly, professional customer service to internal and external customers in the face of ongoing change, regular interruptions and the pressure of deadlines or emergency situations.

### ***Nice to have***

- Familiarity with other software programs and databases for presentations, report writing, data and financial management.

### **What's in it for you**

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$57,230.00 and \$71,539.00, flexible work options that includes: a one day/week hybrid work from home; Earned Day Off (EDO) program and others, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

### **How to apply**

Applications must be submitted via our website [leduc-county.com](http://leduc-county.com) to be considered.

We thank all applicants however only those selected for an interview will be contacted.