

The opportunity

Leduc County is looking for an experienced and highly motivated Accounting Technician to join our team. Reporting to the Manager – Financial Services, this exciting opportunity administers and maintains the accounts receivable and inventory processes. Through a solution-oriented approach, the accounting technician 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

- Performs accounts receivable related functions, including new customer setup, preparation of bi-weekly invoices, collections and preparation of ageing reports.
- Performs inventory related functions, including setting up gravel stockpiles, gravel data entry and maintenance, reconciliation of gravel inventory and adjustments.
 - Collaborates with the Road Operations department to collect and verify information.
 - Prepares reports required for inventory management.
- Assists in procurement activities or functions as assigned.
- Assists Payroll Administrator with the administration of payroll functions.
- Creates various reports for quarterly reporting, budget and year-end.
- Provides backup to payroll, cash receipting, front reception, utilities and tax as required.
- Researches and carries out special projects, studies and reports as assigned.
- 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

- An accounting diploma and three (3) years of accounting experience.
- A service focus with strong verbal and written communication skills are required to gain input, mutual understanding and encourage participation and collaboration in the delivery of programs and services.
- Able 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.
- Proficiency with Microsoft Office suite of tools and other database and spreadsheet applications.

Nice to have

- A broad level of skills including accounts receivable, payroll, inventory and procurement.
- Familiarity with municipal operations and knowledge of rural communities.

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 \$65,744.00 and \$82,180.00, flexible work options, 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-coutny.com to be considered.

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