TOWN OF VEGREVILLE

EMPLOYMENT OPPORTUNITY

ACCOUNTS PAYABLE CLERK
(12-MONTH TERM POSITION)

POSITION SUMMARY

Under the direction of the Finance Manager, the employee in this position shall perform varied and complex accounts payable functions.

This employee is a respected member of an effective working team, dedicated to maintaining and improving our community, and as such serves the public with courtesy and respect.

As an employee, this person shall establish and maintain a good working relationship with all departments. Sound judgment and discretion must be used when responding to inquiries regarding classified and confidential information.

DUTIES & RESPONSIBILITIES

- Perform the day to day processing of accounts payables transactions, including:
  - Receiving and verifying invoices and related purchase orders.
  - Verifying that invoices are authorized expenditures.
  - Data entry of invoices for payment.
  - Balancing invoice batches.
  - Recording all cheques.
  - Preparing supplier cheques for mailing.
- Verifies supplier accounts by reconciling monthly statements and related transactions.
- Responsible for reconciliation of the accounts payable ledger to sub-ledger.
- Handles phone inquiries related to payable accounts.
- Maintains accounts payables filing system.
- Prepare A/P files and reports for auditors.
- Maintain project code files for year-end for Manager, Finance.
- Handles the front counter duties on "first on counter" basis, including:
  - Till float cash count
  - Receiving payments
  - Answering inquiries and/or directing customer to appropriate department/individual.
- Actively participates in the Town of Vegreville Safety Program.
- Provide administrative support to clerical staff by assisting with routine daily tasks, including payment processing, data entry, and other administrative duties as required.
- Assumes other duties as assigned

QUALIFICATIONS & KEY COMPETENCIES

- Grade 12 diploma plus accounting courses offered by a recognized post-secondary educational institution.
- Working knowledge of municipal financial software an asset.
- Must possess good interpersonal skills.
- Proficient at inputting large quantities of data entry with accuracy.
- Equivalent combination of education and experience will be considered.

WAGE RANGE

- $27.31 - $33.82

Application deadline is Wednesday, December 2, 2026, at Noon. To apply, email your resume and cover letter to employment@vegreville.com.

Thank you to all that apply. Only those selected for an interview will be contacted.