

**COUNTY OF FORTY MILE NO. 8
FOREMOST, ALBERTA**

January 29, 2018.

ACCOUNTS CLERK

The County of Forty Mile No. 8 invites written applications for the position of **Accounts Payable/Receivable Clerk**.

The Accounts Payable / Receivable Clerk will be responsible for managing the County of Forty Mile Accounts Payable, Accounts Receivable, Road Allowances Controls / Invoicing, Utilities, Bank Reconciliations and GST Remittances.

Job Duties:

- Manage Accounts Payable / Receivable / Utilities
- Prepare Journal Entries and Produce Monthly Accounting Reports for various departments and Council
- Prepare Bank Reconciliations and Manage Road Allowance Controls / Invoicing
- Obtain Investment rates
- Perform Year End duties as requested by Director of Finance
- Perform clerical duties, and answer Customer account concerns / Vendor billing issues
- Perform other duties as assigned by Administration

Qualifications:

- Diploma in Business Administration, Finance, Accounting or other related field
- Knowledge of Municipal Accounting
- Years of experience in Accounts Payable / Accounts Receivable
- Perform mathematical computations accurately and quickly with an effective attention to detail and accuracy
- High level of integrity, confidentiality and accountability
- Strong work ethic and positive team attitude and team building skills
- Sound analytical thinking, planning, prioritization skills
- Ability to respond appropriately in pressure situations and meet deadlines
- Strong problem identification and problem resolution skills
- Strong asset would be a working knowledge of Diamond Municipal Accounting System and Excel

Preference given to those with an Accounting educational background.

Wage: Remuneration and Benefits as per C.U.P.E. Agreement
Hours of Work: Monday – Friday (35 Hours Per Week)
Duties to Commence: As soon as possible.

Written application to be submitted to the undersigned by 4:30 P. M. on February 15, 2018.

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

**KERRI BUIS
DIRECTOR OF FINANCE
COUNTY OF FORTY MILE NO. 8
BOX 160 FOREMOST, AB T0K 0X0
Phone No. 403-867-3530 / Fax No. 403-867-2242
Email: Finance@fortymile.ab.ca**