



INTERNAL/EXTERNAL JOB POSTING

Accounts Payable/Accounts Receivable (Level I) TEMPORARY

(Non-union position)

Position: Temporary 6-month contract, with possibility of extension
Location: Central Administration Office, Grande Prairie, AB
Schedule: Monday to Friday, 08:00 AM – 4:00 PM (up to 75 hours per pay period)
Compensation: \$28.21 per hour

Role Overview:

The AP/AR Accounting Technician supports daily financial transactions, ensures accurate data entry, assists with monthly reconciliations, and maintains vendor and tenant records.

Key Responsibilities:

- **Accounts Payable (AP)**
 - Process daily AP transactions, enter utility costs.
 - Execute weekly electronic payment runs and monthly manual cheque runs; maintain vendor records and files.
 - Process company P-Card documentation and assist with vendor statement reconciliations.
- **Accounts Receivable (AR)**
 - Handle daily AR processing, including the entry and posting of cash and electronic deposits (such as tenant rent payments).
 - Support the Level II Technician with rent rolls, monthly rent charges, payments, and adjustments from Housing Managers.
 - Assist with administrative tasks and documentation preparation for tenant arrears collection.
- **Financial & Compliance Support**
 - Prepare initial documentation and lists for monthly account reconciliations.
 - Provide clerical support for general ledger adjustments, year-end audit files, and tenant security deposit record-keeping.

Qualifications:

- **Education:** Two-year diploma in Business Administration with accounting/finance coursework (or an equivalent combination of training and experience).
- **Experience:** Minimum of 1 year in an accounting or administrative office environment.
- **Skills:** Proficiency in Microsoft Office and computerized accounting systems; exceptional attention to detail and data accuracy.
- **Professional Approach:** Strong organizational skills, ability to manage routine deadlines, and strict discretion with confidential financial information.
- **Interpersonal & Cultural Fit:** Approachable, professional communication skills with a genuine interest in and empathy for the care of senior citizens.
- **Requirements:** Valid Class 5 driver's license, reliable transportation, and a current, satisfactory Criminal Record Check.

Only candidates selected for an interview will be contacted.