



## **Finance Clerk – Accounts Payable**

Permanent Full-time – 35 hrs/week

\$26.64 - \$33.29/hr

Do you want to join a team that values placing citizens first, accountability, responsiveness and excellence? If you do, the growing City of Leduc wants you to join us as we continue to build a community of integrity, unity and strength! The City of Leduc is now hiring a permanent full time Finance Clerk – Accounts Payable at the Leduc Civic Centre.

While reporting to the Manager, Accounting Services, you will be responsible for providing financial administration requirements for all Accounts Payable and purchase card transactions, including audit and control practices. Duties will include, receiving, processing and distributing for payment all invoices and requisitions for goods and services. You will also administer Procurement card issuance, cancellations, limits and fraud investigations and ensure that a balanced condition between the Accounts Payable sub ledger and general ledger control account is maintained.

The successful candidate will possess a High School Diploma, with a minimum two - three years of related customer service experience in a fast paced office environment. Strong computer skills, including Microsoft Office Suite are also required. Experience with Dynamics/Great Plains is an asset. Previous municipal government experience as well as a solid understanding of the accounts payable function and overall accounting operations within a large financial system is preferred. A proven track record of highly developed organizational and customer service skills with the ability to be self-motivated and to work independently are strongly desired.

If this sounds like you, we want to hear from you! Please send your resume, including cover letter to:

Human Resources  
City of Leduc  
#1 Alexandra Park, Leduc, Alberta T9E 4C4  
Fax: (780) 980-7127  
Email: [resume@leduc.ca](mailto:resume@leduc.ca)  
Visit our website at: [www.leduc.ca/jobs](http://www.leduc.ca/jobs)

**Competition closes at 4:30 pm on Friday, August 1, 2014. We thank all applicants for their interest, however, only those selected for interviews will be contacted.**