



## Now Hiring **Accounts Payable Clerk** (Temporary Casual)

The City of Medicine Hat's Finance Department is looking for a detail oriented and client focused individual to join the Accounts Payable team and assist with processing all payments for the City of Medicine Hat. This position is responsible for receipt matching, accurate and timely data entry, verification of invoices, as well as the processing and distribution of payments.

As our ideal candidate, you are knowledgeable with accounting principles and have considerable experience completing transactions and processing controls within a computerized Accounts Payable system. You are able to make decisions, work independently using established procedures and proper judgment and use a systematic approach to interpret and resolve problems. You have excellent communication skills, and have demonstrated your ability to work in an environment with conflicting priorities. If you have strong data entry and math skills and take pride in your ability to provide friendly, courteous customer service, then this opportunity may be for you.

### Required Qualifications:

- ✓ Grade 12 Diploma or Office Technology Certificate;
- ✓ Three to five years of computerized accounts payable office experience.

Short listed applicants will be required to complete computer testing prior to being interviewed.

Our organization offers a highly attractive total compensation package, including competitive salary, excellent benefits, learning & development opportunities as well as a great work environment which provides excellent opportunities for professional growth.

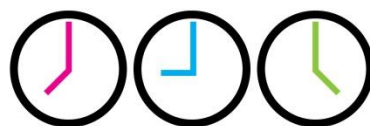
The City of Medicine Hat strives to achieve its vision to be a "Community of Choice"; a place where people choose to live, work and play. The Medicine Hat advantage:

- |                                     |                               |
|-------------------------------------|-------------------------------|
| ✓ Extensive Recreational Facilities | ✓ Low Utility Rates and Taxes |
| ✓ Flourishing Cultural Community    | ✓ Family Oriented Community   |

**Qualified candidates** are invited to submit a resume to **Competition #17214A** Human Resources Department, City of Medicine Hat, Suite 101, 505 First Street SE, Medicine Hat T1A 0A9; fax (403) 525-8870; e-mail [hr@medicinehat.ca](mailto:hr@medicinehat.ca).

This posting will remain open until **Wednesday, November 22, 2017 at 4:30 p.m.**

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



**live. work. play.**

City of Medicine Hat