



Accounts Payable Supervisor

The City of Swift Current is seeking an individual to assume the position of Accounts Payable Supervisor. This position, reporting to the Financial Accountant, is responsible for processing payments for Accounts Payable, issuing cheques, and related reporting. This is a permanent full time position.

Qualifications include, but are not limited to:

- Grade 12 plus 1 year of post secondary education in Accounting or combination of experience and completion of relevant Municipal Government (LGA) training
- Previous experience with a municipality or government agency
- Preference will be given to candidates with previous experience in accounts payable
- Must possess excellent problem-solving, organizational, customer service, public relations, written and oral communication skills
- Familiar with windows based computer applications (eg. Microsoft Office) and financial/accounting software (eg. JD Edwards World Vision Software).

The wage for this position is \$1,528.07 to \$1,674.29 bi-weekly in accordance with the City of Swift Current - CUPE Local 183 Collective Agreement.

Cover letter and resume should be submitted, no later than 4:30 p.m. on Tuesday, May 21, 2013 to:

Human Resources
City of Swift Current
P.O. Box 340
Swift Current, SK S9H 3W1

Fax: (306) 778-2194
Email: hr@swiftcurrent.ca

*We wish to thank all candidates who apply,
however only those selected for interviews will be contacted.*