

ACCOUNTS PAYABLE COORDINATOR

MUNICIPAL DISTRICT OF GREENVIEW, ALBERTA

DEPARTMENT: Corporate Services – Accounting and Reporting

LOCATION: Valleyview, Alberta

STATUS: Accepting applications until a suitable candidate is found.

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, tourist destinations and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Manager, Accounting and Reporting, the Accounts Payable Coordinator is responsible for the processing of accounts payable in an accurate and timely manner.

MAJOR

- Responsible for verifying, processing and reconciling vendor invoices, statements and payments in a timely manner and ensuring all payments meet municipal audit requirements.
- Ensure Greenview processes supplier invoices and paying for the goods that are delivered.
- Optimize Greenview's cash flow and take advantage of prompt payment discounts and set up Accounts Payable batches to the payment terms established by the Vendor.
- Maintain good relationships with vendors.
- Research ways to save money, optimize cash flows and increase the efficiency of the accounts payable process.
- Maintain accurate data that ensures proper expense management, avoids errors, and supports compliance requirements.
- Ensure that project costing codes, GL numbers and vehicle numbers are correct.
- Ensure that GST coding is correct.
- Prepare and mail accounts payable cheques and bank files.
- Prepare accounts payable listing for each Council meeting.
- Enter purchase orders into the computerized accounting system.
- Record monthly credit card transactions.
- Respond to accounts payable inquiries and verifications of invoices.
- Complete payments and controlling expenses by receiving, processing, verifying, and reconciling invoices

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- Reconcile processed work by verifying entries and comparing system reports to balances
- Ensure outstanding balances are updated with credit memos that are due
- Verify vendor accounts by reconciling monthly statements and related transactions
- Maintain historical records of all invoices, reports, receipts, and cheques by saving documents properly on the network
- Prepare and reconcile annual accounts payable working papers, including accruals in preparation for the year end and audit.
- Reconcile the Accounts Payable subledger to the general ledger.
- Debit batches for utilities, phone bills, etc.
- Maintain and reconcile Greenview's purchase order system.

MINOR

- Provide backup for opening and distribution of mail including compiling a listing of cheques received in the mail.
- Year-end duties which include accrual listing and purchase order year end close.
- Other duties as assigned.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness, and precision.
- Post-secondary education in Accounting or a combination of equivalent education and experience.
- A minimum of 2 years' experience in a computerized accounting environment.

SKILLS REQUIRED:

- Proficiency with Microsoft Word, Excel and Access.
- Must be proficient with computerized accounting system.
- Basic accounting skills and familiarity with Municipal finances and budgets.
- Excellent verbal and written communication skills.
- Ability to interact well with, and respond to inquiries from employees, Management, Council, Ratepayers and Vendors.
- Must be self-motivated and work with minimal supervision.
- Must maintain strict confidentiality.
- Ability to prioritize and manage time constraints.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone.

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- Long periods of sitting, good lighting, temperature and noise control.
- Minimal physical effort; occasional light lifting.
- Normal working day consists of 7.5 hours; however occasional overtime may be required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

HOW TO APPLY:

Interested candidates may submit cover letter (*stating the position you are applying to*) and resume in one of the following ways:

By E-mail: careers@mdgreenview.ab.ca (*please quote the position in the subject line*)

By Confidential Fax: 780-524-3981

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H 3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.

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