

## ACCOUNTS PAYABLE COORDINATOR MUNICIPAL DISTRICT OF GREENVIEW

**DEPARTMENT:** Corporate Services

**LOCATION:** Valleyview, AB or Grande Cache, AB

**STATUS:** Accepting applications until a suitable candidate is found

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*Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, 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.

- 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 pays 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



- 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.
- 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.
- Long periods of sitting, good lighting, temperature and noise control.
- 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 the Municipal District policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

## HOW TO APPLY:

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

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

**Mail or Drop Off:** Municipal District of Greenview No. 16  
4806 – 36 Ave., Box 1079  
Valleyview, Alberta T0H3N0

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

