BLACK GOLD SCHOOL DIVISION

Accounts Payable Technician

Finance Department
Nisku, AB

Black Gold School Division is seeking an experienced Accounts Payable Technician who will share in the responsibility of preparing and processing accounts payable payments in accordance with prescribed procedures and ensuring that deadlines are met.

This position will also assist with posting and reconciling purchase card expenditures and providing support to the schools in this regard.

Also included in the responsibilities of this position is liaising with 32 schools, Division Office and the Facilities department regarding purchase orders and outstanding invoices and communicating with suppliers regarding payment concerns.

Providing support for Rycor Software, online payment software used by Black Gold School Division is also an integral part of this position.

Applicants must have strong computer skills including data entry, accuracy and knowledge of a variety of software applications. Experience with atrieveERP Software is preferred. Strong interpersonal, organizational and time management skills combined with the capacity to work independently in a fast-paced environment are essential in this role. The ability to work well with others in a professional, friendly manner is required.

- This full-time, permanent position works 12 months and starts with three (3) weeks' vacation.
- Pay Level 2: $40,428 - $53,178
- Salary commensurate with training and experience.
- Competitive benefits package through ASEBP & LAPP
- Start date for this full-time position will be determined at time of hiring
- Please note: As a condition of employment, new employees are required to provide a current Criminal Records Check and Intervention Record Check at their own expense (prior to starting employment).
- New employees joining the Division must be fully vaccinated for COVID-19 and provide proof of vaccination prior to their first day of work. We will comply with our obligations under the Alberta Human Rights Act where applicable.

Application deadline: February 10, 2022 @ 12:00 pm

Please include a cover letter, resume, and contact information for two references in one PDF document.

Competition #21/22-618
Please e-mail resume to the attention of:
Michelle Unchulenko, HR Coordinator
Division Office
michelle.unchulenko@blackgold.ca

Thank you for showing an interest in this position. Only those selected for an interview will be contacted.
Resumes of individuals not granted an interview will not be kept on file and will be disposed of appropriately.