



## Siksika Family Services Corporation

FINANCE

### Accounts Payable Clerk

Calgary

Permanent – Full Time

Closing Date: OPEN until position is filled.

07/24



#### GENERAL STATEMENT OF POSITION:

The Accounts Payable clerk is responsible for day-to-day clerical duties including performing accounts payable filing functions in the Finance Department. The role of the Accounts Payable Clerk is to provide technical assistance of an accounting and clerical nature for the Finance Department.

**REPORTS TO: AP Team Lead and Finance Controller**

#### DUTIES AND RESPONSIBILITIES:

- Key in and enter account payable vouchers/requisitions received from organizational departments into the Sarge Intacct Accounting system for payment processing.
- Prepare and electronically scan all expense invoices after keying and approvals have been completed.
- Sort cheques from cheque run, obtain signatures and distribute as required.
- Files vendor invoices and employee expenses.
- Maintain Accounts Payable and financial records and files in accordance with established procedures.
- Locate and retrieve records and invoices for accountants for various projects as needed in a timely manner.
- Re-file records completed by accountants and/or other staff in a timely fashion.
- Box up old invoices, files and prepare them for storage in accordance with established procedures.
- Complete other related clerical duties for the finance department that lie within the scope of this position.

#### EDUCATION AND EXPERIENCE:

- Highschool graduate or GED required
- 1-year previous File Clerk experience is an asset.
- 1-year accounts payable and general

Resumes and cover letters should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com)

Please quote **Job Title** on your cover letter.

**IMPORTANT:** All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.