

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Accounts Payable Clerk

Administrative Level 4

Finance

This position is responsible for the accounts payable function within the Finance Department and provides corporate wide training and support to the Corporation. This position provides excellent service delivery to both internal and external customers, is part of a team and is responsible for performing other clerical functions within the department when required. The Finance Department endorses the Lean philosophy and requires all positions to incorporate and promote lean processes within their functions and duties.

MANDATORY EDUCATION, CERTIFICATION, AND EXPERIENCE

- Grade 12, G.E.D., or Mature High School Diploma;
- Post-secondary coursework in Accounting, Business or a related field;
- Minimum two (2) years of clerical experience in a computerized office setting;
- Must be proficient in:
 - Microsoft Office Suite (Word, Excel, Outlook);
 - Accounting processes/procedures;
 - Investigative, analytical and evaluative skills;
 - Mathematical computations;
 - Written communication;
 - Customer service.

PREFERRED EDUCATION/CERTIFICATION AND EXPERIENCE

- Accounts payable experience is an asset;
- Dynamics Great Plains software experience.

PLEASE NOTE: Successful Applicant must pass a Police Criminal Record Check

Competition # 210003

Please apply with a cover letter and resume on-line at:
<http://jobbank.brandon.ca>

Posted on: January 12, 2021

Applications will be accepted until **11:59 p.m. on**
January 26, 2021.

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE employees.

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position.

Rate of Pay:

\$23.16 – \$24.26 per hour - 2018 rates.

Position Conditions: This is a full-time, permanent position of 36.25 hours per week, and will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter!

Serving and Building Community!