



**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY
CORPORATE SERVICES & FINANCE
ACCOUNTS PAYABLE CLERK
FILE #: 2018-01**

The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for the position of **Accounts Payable Clerk** within the Corporate Services & Finance Commission. Reporting to the Director of Finance, the Accounts Payable Clerk provides clerical and administrative support to ensure the municipality's invoices are settled in timely manner through the coordination of payments, confirming goods and services received are accurate, processing payments from creditors and preparing financial reports. This position will also maintain accurate vendor records and provide support to the Purchasing Clerk as required.

The ideal candidate will possess the following qualifications:

- Grade 12 education or equivalent; Post-secondary education in Accounting, Business Administration or related discipline preferred
- Minimum 2 years of experience in accounting or related field; municipal environment preferred
- Strong mathematical skills with the ability to problem solve with a high level of accuracy
- Proven discretion and good judgement in dealing with sensitive issues and/or confidential information
- Strong organizational skills, deadline orientated and able to work independently as required
- Excellent interpersonal, communication and customer service skills
- Proficiency in Microsoft Office, accounting concepts, financial accounting software applications and other related databases as required
- Valid class 'G' driver's licence
- Satisfactory Criminal Background Check

The current rate of pay for this position is \$22.08 to \$23.15 per hour, as per Band 5 of CUPE Local 2275's collective agreement. Compensation also includes a comprehensive benefit package and membership in OMERS. Please submit your cover letter and resume prior to **4:00 pm on March 23, 2018** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.