



PINE CREEK SCHOOL DIVISION Division Office Posting

Position: Accounts Payable Clerk
Non-Unionized Permanent Assignment

Details: 7.5 hours per Day (8 am to 4 pm daily), 3-4 Days per Week, 75% FTE

Location: Pine Creek School Division Office in Gladstone, Manitoba

Posting: This posting will remain open until the position is filled.

The assignment:

Under the direction of the Secretary-Treasurer, the Accounts Payable Clerk will work in close cooperation with members of the central office and school offices in the achievement of maximum efficiency in the processing of accounts payable duties. This person will be responsible for coding and inputting data, ensuring accuracy and timeliness of invoice payments and employee reimbursements.

The ideal candidate will:

- Have a background in accounting or bookkeeping, with knowledge of T4A requirements
- Have experience processing purchase orders
- Manage time effectively to ensure maximum efficiencies throughout the workday
- Possess effective communication skills and be a dedicated and enthusiastic individual
- Establish priorities effectively and perform duties efficiently
- Organize and prioritize workloads, while successfully facing various challenges in the workday
- Demonstrate an ability to multitask, while maintaining detail and accuracy of data, in order to ensure meeting strict deadlines

The following skills and experience are required:

- Certificate or diploma in a business or accounting program
- Experience working in a variety of accounting software programs
- Demonstrated proficiency in Microsoft Office programs such as Excel, Word and Outlook
- Experience working in a dynamic office environment

Interested candidates are invited to submit a cover letter and resume, along with three (3) references by the closing date listed above, to:

Mrs. Robyn Winters
Secretary-Treasurer
Email: rwinters1@pinecreeksd.mb.ca

Note: We thank all applicants for their interest, however only those selected for an interview will be contacted.

All persons hired by the Pine Creek School Division are subject to the completion of satisfactory Child Abuse Registry and Criminal Record Checks conducted at the cost of the prospective employee.