

# ACCOUNTS PAYABLE/ PURCHASING CLERK

The City of Moose Jaw is seeking to fill our Accounts Payable/Purchasing Clerk position. Under the direction of the Deputy City Comptroller the Accounts Payable/Purchasing Clerk performs a variety of clerical, costing and record keeping duties relating to the accounts payable and costing activities of the City of Moose Jaw.

This position will perform the following duties:

- Issue and maintain control of purchase requisitions and purchase orders while preparing, distributing, filing and recording invoice information on purchase orders
- Match supplier invoices to issued purchase
- Review, input and post internal cheque requisitions
- Review, code, input and post invoices as required
- Produce cheques and related reports and distribute
- Perform electronic fund transfer for Payroll and/or Accounts Payable as required
- Receive and respond to inquiries
- Input and post journal entries and other data pertaining to the general ledger
- Assist in generation and completion of equipment reserve asset sheets
- Review, reconcile and generate landfill invoices

Qualified applicants will possess:

- Diploma of Business Accountancy
- 1 year experience in computerized accounting environment
- Proficiency in data entry and word processing (8000 kph)
- Knowledge of computer software packages (database, spreadsheets and word processing)
- Excellent communication skills, both verbal and written
- Ability to organize and conclude work assignments in an efficient and orderly fashion with minimum supervision

\$41,784 to \$47,616 annual salary

If this opportunity appeals to you, please submit a resume prior to 5:00 p.m. September 24, 2019, outlining your credentials and names of references and indicating Competition #19-21, to:



City of Moose Jaw, Human Resource Services

Fax: (306) 694-4517

E-mail: [postings@moosejaw.ca](mailto:postings@moosejaw.ca)

*We will contact applicants we wish to consider within 3 weeks of the competition closing date. All applicants are thanked for their interest.*