

EMPLOYMENT OPPORTUNITY WOODLANDS COUNTY



Corporate Services Temporary Accounts Payable Clerk - Competition No: 2026-15

Reporting to the Manager of Finance the Accounts Payable Clerk is responsible for processing invoices, preparing payments, maintaining records, reconciling accounts, and assisting with month-end and year-end financial activities. This position plays a key role in ensuring the timely and accurate processing of accounts payable transactions and provides support to Woodlands County financial operations. This position includes the possibility of a hybrid work environment including work from home.

This is a temporary position of up to 1 year with the possibility of extension.

Functional Responsibilities

- Receive, review, code, and process accounts payable invoices.
- Verify approvals and supporting documentation in accordance with County policies and procedures.
- Prepare electronic payments, cheques, and payment batches.
- Reconcile vendor statements and resolve discrepancies.
- Maintain accurate files and financial records.
- Assist with month-end and year-end accounting processes.
- Provide administrative and financial support to the Corporate Services department as required.
- Working with various departments to ensure all accounts payable activities are accurate.
- Assist in the preparation of audit document requests.
- Perform bank, credit card reconciliations, and investigate discrepancies.
- Provide exceptional customer service to internal and external clients.
- Engage in continuous improvement initiatives to enhance the financial reporting system's effectiveness and efficiency.
- Perform other related duties and special projects as requested by the Manager of Finance, related to job duties.
- Adhere to the County's confidentiality requirements, including the appropriate use of information and maintaining the security of all acquired information relating to employees, businesses, and/or residents of Woodlands County.
- Maintain knowledge of and comply with relevant legislation, policies, and procedures, while continually seeking learning opportunities to enhance knowledge in relevant fields of work.

Functional Requirements

- Strong understanding of accounting principles and accounts payable procedures.
- Ability to work independently and collaboratively in a fast-paced environment with changing priorities.
- Proficiency in Microsoft Office applications, particularly Excel.
- Experience with financial and reporting systems is an asset.
- Ability to quickly learn and adapt to new systems and technologies.
- Strong organizational and time management skills with attention to detail and accuracy

Qualifications & Education Requirements

- Certificate or diploma in accounting, bookkeeping, business administration, or a related field is preferred.
- Equivalent combinations of education, professional development, and relevant experience will be considered.
- Experience in a municipal or public sector environment is considered an asset.
- Must obtain Incident Command System (ICS) 200 certification within two (2) years of hire.

POSITION TYPE

Full-time
Temporary – up to 1 year.

HOURS OF WORK

Monday to Friday
8:15 am – 4:30 pm

SALARY RANGE

\$57,400 to \$74,893 annually

COMPETITION CLOSE DATE

Until suitable candidate is
selected

HOW TO APPLY

**Submit your cover letter and
resume email to:**
hr@woodlands.ab.ca

Please reference the competition
number.

We thank all applicants for their
interest. Only those selected for
interviews will be contacted.

ABOUT OUR MUNICIPALITY

Woodlands County is a rural municipality approximately 150 kilometers northwest of Edmonton, with an area of 7,668 square kilometers. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 5,250 people, Woodlands County is a thriving natural playground, welcoming families, businesses, and tourists alike to experience and enjoy all there is to offer.

CONTACT US

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