



## Accounts Payable Clerk

The town of Rothesay is seeking a dedicated professional to fill the role of Accounts Payable Clerk.

The A/P Clerk is responsible for performing data entry and related duties in disbursing non-payroll accounts payable to individuals, suppliers, corporations, and other entities. This includes maintaining ledgers, credit balances, and account irregularities. The A/P Clerk will also ensure the timely and accurate processing of payment documents such as purchase orders, travel reimbursements, stipends, and any other accounting transactions related to A/P management.

Qualifications for this position include a Business Administration Degree or Business Diploma with a focus in Accounting. Applicable knowledge of legislation governing municipal finances and taxation, a high level of computer literacy, with fluency in the use of MS Office programs, and experience with Sage Accounting software are desired. The successful candidate must have the ability to work with confidential information, ability to take initiative and problem solve, and ability to multitask and prioritize in a fast paced environment. The working hours for this position are Monday-Friday 8am-4:30 p.m. Part time candidates will also be considered. Please indicate on your application whether you prefer full-time or part-time hours.

Interested candidates should apply in writing to:

[ashleyburchell@rothesay.ca](mailto:ashleyburchell@rothesay.ca)

Rothesay

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