



## **Accounting Clerk (Accounts Payable)**

The City of North Bay invites applications for the position of Accounting Clerk (Accounts Payable). Under the direction of Manager of Financial Services, the Accounting Clerk provides financial and clerical support by ensuring weekly processing of supplier payments in accordance with established policies and procedures for the City of North Bay as well as other service partners. This position is responsible for validating, entering, and processing payable data, verification of all sales taxes, month-end and year-end reconciliations along with audit support, assurance of payable sub-ledger, responding to all vendors and departmental inquiries, and assisting with other projects as needed.

### **Selection Criteria:**

- Community College Diploma in Accounting or equivalent acceptable experience
- Three (3) years' experience in computerized Accounts Payable
- Proficiency in the use of computers including Microsoft Office
- Demonstrated interpersonal skills and ability to communicate effectively
- Ability to work quickly and accurately under pressure
- Knowledge of standard office methods and procedures

Qualified individuals interested in being considered for this position are requested to submit a covering letter and resume, in confidence, no later than **4:30 p.m. Friday, January 18th, 2019** to email,

**[staffing@cityofnorthbay.ca](mailto:staffing@cityofnorthbay.ca)**

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

An Equal Opportunity Employer