



Job Opening

Accounts Payable Clerk

Do you have a strong appreciation for excellent Customer Service, accounting principals and being organized? This permanent full-time ACCOUNTS PAYABLE CLERK position could be for you!

The AP Clerk reports to duty at our Town Office for 35 hours per week, to maintain the multi-faceted accounts payable and accounts receivable process. This position also performs clerical duties, assisting residents, and supporting various services. Starting wage is \$27.73/hr per C.U.P.E. Local #2752 Collective Agreement. (\$28.33 as of January 2026)

The AP Clerk's day includes a mix of responsibility such as:

- Responding to payment enquiries in compliance with our bylaws and policies.
- Updating accounts for vendors and residents.
- Generating invoices, payments, AP reports, receipts and recurring payables.
- Monitoring account balances and activity on an ongoing basis.
- Preparing Council meeting agendas, recording minutes and carrying out related action items.
- Collecting, recording and processing routine office fees (utilities, property taxes, ice rentals, pet tags, licences, tax certificates, interments, etc)
- Supporting department managers and office services (pick up schedules, hall bookings, social media postings, front reception, incoming/outgoing mail, quarterly newsletter, end of day balancing, etc).
- For more details, see complete job description included in the following pages

Successful applicants will bring the following background:

- Grade 12 or equivalent..
- Experience in a fast past, multi-tasking office environment.
- Data entry and computer experience, preference given to those with an accounting background.
- Demonstrated ability to deal with the public in a courteous and professional manner.

Early applications encouraged; resumes will be reviewed upon receipt until position is filled.



Submit cover letter and resume, with work-related references to:

Stacy Godin, Office Manager

sgodin@townofunity.com

306-228-2621 ext 2



POLICY & PROCEDURE

Title: Accounts Payable Clerk

Category: Administration

Date: January 23, 2024

Authority: CAO

Policy No.: 8.3.32

POLICY STATEMENT

This policy statement establishes the job description for the position identified herein.

POSITION SUMMARY

1. The Town of Unity establishes that in accordance with the organizational chart for the Town, this position is included with the Collective Bargaining Agreement as negotiated with C.U.P.E Local 2752, the position is classified as in scope.
2. Under the direct supervision of the Office Manager, it shall be the duty to carry out all duties of Accounts Payable, Accounts Receivable, Utility Billing, as well as any other administrative and clerical services as required. *(Subject to change from time to time)*
3. The functions of the Accounts Payables Clerk and the Clerk Utility are expressly interchangeable, to ensure efficiency within the front office. Primary duties are subject to change during cross-training and as relief coverage is required.

DUTIES AND RESPONSIBILITIES

Accounts Payable duties include but not limited to:

- Enter and post invoices, request WCB clearance for on site contract work, print cheques, list of accounts for approval, month/year end tasks, track shared Fire

Department invoices for Rural Fire billables, and reconcile Loraas charges to Utility billing.

Accounts Receivable include but not limited to:

- Issuance of invoices, follow up and collection for past due accounts at month end year end tasks, etc.
- Bill shared expenses (i.e Unity Rural Fire, R.M. of Round Valley etc).
- Track recurring changes (i.e Trailer fees, Business Licences renewals, Hangar fees).

Utility duties including but not limited to:

- Responsible for performing all duties of the utility billing, including recording address/billing changes, past due reminders, final notice for unpaid utilities, shut off water services for nonpayment, balancing of utilities and meter deposits, etc.

General Office duties include but not limited to:

- Preparation of bi-monthly Council packages for Drop Box.
- Clerical work of answering phone calls, emails, or other inquiries, and refer customers to the proper official.
- Front counter work to collect taxes, utility accounts, license fees, plus any other accounts due to the Town. Ensure deposits and petty cash balances are performed daily.
- Responsible for dealing with Bylaw Enforcement, Public Works, Recreation, and General Government for the issuance/filing of documents (Bylaw Orders/Warning, business licences, animal licenses, fire pit permits, etc).
- Management of Office Inventory, Municipal Records, Cemetery, and Hallbookings.
- Processing of incoming and outgoing mail.
- Assist other staff due to absences and/or excess workload.
- Generate and disperse Quarterly Newsletter
- Responsible for the issuance/delivery of minutes, reports, letters, and anyother documents as required by the Office Manager.
- Perform all other duties as may be directed by the CAO and/or their representative.

PREFERRED QUALIFICATIONS AND CREDENTIALS

- Minimum Grade 12
- Experience in computerized systems.
- Proven communication and public relations skills.
- Ability to work independently, to prioritize the workload and complete tasks in an organized manner.
- Willingness to further education/training courses as recommended by the CAO.
- Microsoft Office/data entry experience.

Document Revision History

June 14, 2022 - New policy

January 23, 2024 - revised