

ACCOUNTING SUPPORT 3 – ACCOUNTS PAYABLE

An excellent opportunity exists for a reliable and detail-oriented individual to join our team in the position of Accounting Support 3 – Financial Services, Accounts Payable. This position is responsible for the accurate processing of vendor invoices and for providing exemplary customer service to vendors, City staff, and external agencies.

The current Accounts Payable resource is planning retirement, and we expect that the successful applicant will have the opportunity to complete 6 – 8 weeks of job shadowing prior to the planned retirement. The City of Camrose recently implemented a new financial software solution (UNIT4 ERPx) and the successful candidate will have a key role in continuing the identification and implementation of improvements that can be made to current processes / routines, completing testing and contributing to the continuous improvement of the solution.

FUNCTIONS/DUTIES: (but not limited to):

- Receive, sort and distribute incoming invoices to appropriate staff for payment authorization.
- Enter approved invoices into the City's financial system with a high level of accuracy.
- Generate weekly payment runs and ensure all payments are issued on time to avoid late charges.
- Maintain accurate financial records and ensure all transactions are processed efficiently.
- Develop and maintain effective audit and control practices to ensure all work meets year-end external audit requirements.
- Reconcile vendor statements and investigate and resolve discrepancies.
- Provide timely, professional customer service to vendors, City staff, and external agencies regarding payment inquiries.
- Ensure compliance with the City of Camrose Procurement and Employee Reimbursement Policies.
- Support general administrative tasks such as answering phones, completing vendor credit applications, and providing coverage during staff absences.
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED/CAEC equivalent.
- Customer service training and courses in accounting or finance are an asset.
- Minimum two (2) years processing financial transactions using financial software, along with two (2) years of customer service experience.
- Previous experience with UNIT4 software is considered an asset.
- Demonstrated ability to learn new software solutions quickly and effectively leverage the Microsoft office suite.
- Ability to work independently and process a high volume of information accurately within rigid deadlines.
- Strong interpersonal communication skills and with the ability to maintain a high level of confidentiality.
- Excellent organizational and time management skills.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below by February 10, 2026 at 4:30 p.m. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

CONTACT:

Attention: Human Resources

Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8

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