SERVICE AREA: Post Secondary
DEPARTMENT: Old Sun Community College
POSITION: Accounts Payable Clerk
TERM: 3 year Term Contract
DATE POSTED: November 10, 2026
DEADLINE: November 23, 2026

GENERAL STATEMENT OF POSITION:

The Old Sun Community College Accounts Payable Clerk is responsible for providing financial, administrative, and clerical support in the Finance Department. This position ensures that payments and expenditures are processed accurately and in a timely manner while maintaining compliance with Old Sun Community College's financial policies, Siksika Nation procedures, and applicable funding requirements.

SUPERVISION EXCERCISED: N/A

SUPERVISION RECEIVED: The Accounts Payable Clerk will report to the Financial Controller

DUTIES AND RESPONSIBILITIES:

- Process accounts payable transitions accurately and efficiently
- Review and verify invoices, purchase orders, and payment requests for proper authorization and supporting documentation
- Match invoices to purchase orders and receipts, ensuring accuracy in pricing and quantities
- Prepare and process cheques, electronic payments, and bank deposits
- Reconcile vendor statements and resolve any discrepancies or payment issues
- Monitor accounts to ensure payments are up to date and within approved timelines
- Assist with month-end closing procedures and provide supporting documentation for financial audits
- Ensure compliance with financial policies, procedures, and internal controls
- Communicate effectively with staff, vendors, and funding agencies required
- Support the Finance Department with other accounting or administrative duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, Skills and/or Abilities Required

- Knowledge of accounting principles and financial recordkeeping practices
- Proficient in Microsoft Office (Excel, Word, Outlook) and accounting software
- Strong attention to detail, accuracy, and organizational skills
- Excellent communication and interpersonal skills
- Ability to maintain confidentiality and handle sensitive financial information
- Strong problem-solving skills and ability to work independently or as part of a team
- Understanding of Siksika Nation values and commitment to supporting the College's mission and community

PROFESSIONAL/DESIGNATION/CERTIFICATION/LICENSES

- Diploma or Certificate in Business Administration, Accounting, or Finance related field
- Minimum two (2) years' experience in accounts payable or general accounting

OTHER FACTORS:

- Must be familiar with Siksika language, culture and history;
- Must have respect for Siksika cultural traditions and ensure its inclusion within the overall curriculum of the Old Sun Community College;

WORK ENVIRONMRNT

- General office environment, normal amount of lifting, carrying or climbing that is inherent in most office jobs.
- Expectations of professional conduct during office hours and a positive attitude toward community at all times.
- Works in a team environment at varying capacities and also must be able to work independently.

Resumes and cover letters should be emailed to rhonda.healy@oldsuncollege.ca before 4:30 pm of the posting closing date.

IMPORTANT: All participants must include the following:

1. Diploma/Certificates and or/pertinent related documents.
2. Clear Criminal Record Check.
3. Copy of Driver's License.
4. A list of three people who will be sending reference letters directly to OSCC

Please Note: Only **complete** applicants will be considered. OSCC wish to thank all applicants and advise that only those candidates will be selected for an interview will be contacted.