



**External Posting**  
Non Union Full Time Position  
**ACCOUNTS PAYABLE CLERK**  
Competition # FINAP0119

Posting Date: Tuesday January 8, 2019  
Closing Date: Tuesday January 22, 2019 at 4:00 pm

The Town of Truro will receive applications for an **Accounts Payable Clerk**. This is a permanent full time non-union position.

Under the direct supervision of the Finance Manager, the Accounts Payable Clerk is responsible for the accounting functions related to the payment of all invoices and expense claims received by the Town. In addition, the Account Payable Clerk will be a member of the Customer Service team within the Finance Department and assist with customer inquiries as well as payment collections.

A complete job description is located on the Town of Truro website ([www.truro.ca](http://www.truro.ca)).

**Qualifications and Requirements:**

- Completion of post-secondary education with a focus in accounting training and knowledge;
- Minimum two (2) years' experience in similar accounting support roles;
- An equivalent combination of education, training, and experience may be acceptable;
- Adept with Microsoft Office, including strong capabilities in Excel;
- Proficiency with Microsoft Dynamics GP, or a similar ERP accounting software system;
- Ability to ensure timely and appropriate escalation of issues identified to the Finance Manager;
- Strong time management skills and ability to manage competing priorities while ensuring deadlines are met;
- Excellent interpersonal skills and the ability to communicate essential information to a diverse audience; and
- Ability to work in a team environment and address conflict in a healthy, positive and proactive manner.

**Special Requirements:**

- Required to maintain confidentiality and discretion;
- Required to submit a current Police Records Check.

**Application Provisions:**

Interested applicants must submit a resume with a concise covering letter highlighting relevant qualifications and experience. Competition number must be clearly indicated on the envelope and covering letter. Only applicants selected for an interview will be contacted.

**Start Date:** TBD

**Salary:** In accordance with Town of Truro approved non-union salary range for the Accounts Payable Clerk

**Closing Date for Applications:** Tuesday January 22, 2019 at 4:00 pm

**Forward applications to:** Tammy Hamlin, Human Resource Officer  
Town of Truro  
695 Prince Street  
Truro, NS B2N 1G5  
Email: [jobs@truro.ca](mailto:jobs@truro.ca)

***The Town of Truro is an Equal Opportunity Employer with an Affirmative Action Policy.***