



ACCOUNTING CLERK

Reports to: Manager of Accounting & Finance

TERM - FULL-TIME POSITION

Revised August 8, 2025

Summary: The Town of Stettler is seeking a detail-oriented and organized individual to join our accounting and finance team as an Accounting Clerk. This position is responsible for the accurate and timely processing of accounts payable and accounts receivable transactions, maintain financial records and providing general support to the Town Office. Reporting to the Manager of Accounting and Finance this role plays a key part in ensuring the municipalities' financial operations run smoothly and efficiently. This is a great opportunity for someone who is comfortable working with numbers, generating invoices, has excellent organizational skills, and thrives in a fast-paced work environment.

Typical Duties:

- Process invoices, purchase orders, and payment requests accurately and on time.
- Match, code, and enter vendor invoices into the financial system.
- Reconcile vendor statements and resolve discrepancies.
- Ensure compliance with internal policies and financial controls.
- Prepare and issue payments via cheque, EFT, or other approved methods.
- Maintain accurate records and filing systems for all payables.
- Prepare and issue invoices for various municipal services and accounts.
- Monitor accounts receivable aging and follow up on overdue accounts.
- Process incoming payments by cash, cheque, card, EFT, and online payment platforms.
- Reconcile daily receipts and bank deposits.
- Maintain accurate and up-to-date customer accounts.
- Respond to public general inquiries and concerns.

Health & Safety:

1. All personnel working for the Town of Stettler are governed by the Municipal Health & Safety Policy.
2. Participates in staff meetings in which emergency and safety procedures are practiced and reviewed.

3. Ensures adherence to policies, safety regulations and organizational procedures by staff and takes corrective action as required.
4. Ensures all operations are conducted in a safe manner and in accordance with Municipal Policies and Occupational Health & Safety Regulations.
5. Required to wear the correct Personal Protective Equipment as per safe job procedures.
6. Must follow all Hazard assessments and safe work procedures.
7. Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Limits

This job description is not a definitive enumeration of its scope but represents a general overview of what can be expected in this type of work. The incumbent may be required to perform duties that, although not directly related, are recognized by the Town of Stettler as a component of the position.

As a condition of employment, the successful applicant will be required to submit a Criminal Record Check, which may include a Vulnerable Sector Check depending on the position.

Job Hazards include but not limited to:

Ergonomics (posture; neck/eye/back/wrist strains)
Threats (biological/radiological/chemical/explosive through mail/parcels)
Violence/Robbery (patrons and staff)
Pinch Points (folder/storage file)
Cutting (paper cutter/shredder)
Heavy Lifting (storage boxes)
Stress

Minimum Qualifications

Minimum Grade 12 with post-secondary education or experience in a related field
Excellent written, oral and interpersonal skills
Effective communication and organizational skills
Ability to work with the public in an effective and pleasant manner
Self-motivated
Competent in MS Office

Application Process

Qualified candidates are invited to submit a cover letter and resume to townoffice@stettler.net by 4:00 p.m. August 27, 2025. We thank all applicants for their interest; however, only those selected for an interview will be contacted.