

Accounting Technician

Parkland Regional Library System is currently seeking an energetic and motivated Accounting Technician. This is a great position for someone with a strong financial background able to perform full cycle bookkeeping and whose agility and strategic thinking lead to success in a team-based environment. If you are a self-starter who is passionate about working to help our rural Alberta community libraries thrive, this position could be for you.

Principal Responsibilities:

The Accounting Technician position is responsible for ensuring the comprehensive financial integrity of The Parkland Library Board. This position reports to senior management and works closely with and collaborates with all departments.

Areas of Responsibility:

- Administer full cycle bookkeeping in a fast-paced environment
- Prepare sales invoices, accounts receivable, expenses, accounts payable, government remittances/filings, and Workers' Compensation Board (WCB) transactions
- Payroll, T4s, Records of Employment, and management of the timekeeping software
- Maintain, monitor and reconcile GL accounts including cash, bank reconciliations, prepaid expenses, accounts receivable, accounts payable, and accrued liabilities
- Identify issues and errors, investigate discrepancies and develop resolutions ensuring fiscal integrity
- Perform inventory and asset management including the acquisition of supplies
- Assist manager and Director in the completion of the annual budget
- Liaison with the auditor for the completion of the annual audited financial statements
- Work collaboratively, supporting and acting as the main contact for the finance clerks

Skills, Experience, and Abilities:

- Degree, diploma or certificate in accounting or finance or related discipline, or, an equivalent combination of education and experience.
- CPA designation would be considered a high value asset
- 3 to 5 years of full cycle bookkeeping experience a must - including payroll administration
- Proficient in MS Excel with a good knowledge base of the MS Office software including Access
- Experience working with accounting desktop software such as QuickBooks Desktop and Sage 50
- Superior skills in organization, critical thinking, problem solving, and accuracy

About Us:

Parkland Regional Library System is a welcoming workplace which values cooperation, innovation, and service. We provide leadership, learning, and support to 49 central Alberta public libraries, contributing to the success and sustainability of our 64 member communities. We are passionate about helping our libraries achieve their goals and deliver great services to Central Albertans. Support services we provide include library management, governance, advocacy, marketing, collection management, information

technology, and resource sharing. Parkland is headquartered in Lacombe, a vibrant community just north of the Red Deer with easy access to Edmonton, Calgary, and the Rocky Mountains.

Parkland offers a competitive salary grid, enhanced vacation time off, and a generous compensation package including a pension plan. We offer a 35-hour work week contributing to a better work-life balance. The base salary for this position is \$65,480

To apply:

Email your cover letter and resume to finance@prl.ab.ca, to the attention of Donna Williams, Manager of Finance and Operations. Review of applicants will begin immediately and will remain open until the position is filled. We thank all applicants for their interest; only those selected for an interview will be contacted. If you are selected for an interview, applicants will be asked to supply three references, and be prepared to complete a skills assessment.