



Town of Digby

Employment Opportunity

Accounts Payable Clerk

The Town of Digby is seeking an Accounts Payable Clerk. The position of Accounts Payable Clerk is a **permanent part time position** with overall responsibility for the timely recording, payment, and reporting of accounts payable for the Town of Digby. The Accounts Payable Clerk reports directly to the Director of Finance. The employee in this position must pay attention to detail and have a keen sense of professional skepticism when dealing with municipal invoices. The Accounts Payable Clerk must be comfortable working with the public and is expected to work in a team environment; assisting and supporting other employees when possible and as required.

Candidates must have a High School Diploma or equivalent GED, Post secondary education in an accounting related field is considered an asset; Minimum of one (1) year of work related experience; Basic knowledge of accounts payable functions, such as processing invoices for payment, processing purchases orders, and reconciling accounts; Working knowledge of computer applications; Or an equivalent combination of education, training and experience.

A full Job Description can be picked up at the Town Hall or by contacting the Chief Administrative Officer.

Applications and resumes will be accepted until December 11, 2009 and should be marked Accounts Payable Clerk and addressed to E. Tom Ossinger, Town Clerk and can be mailed to Town of Digby PO Box 579 Digby, NS B0V 1A0, or E-mail townhall@digby.ca or dropped off at the Town Hall, 147 First Avenue.

E. Tom Ossinger
Chief Administrative Officer