



<b>Position:</b>	<b>Accounts Payable Specialist</b>
<b>Reports to:</b>	Controller
<b>Position Group:</b>	Support Staff
<b>Term:</b>	Full Time (1.0 FTE) Continuing after a successful probationary period

## Overview

Strathcona-Tweedsmuir School (STS) is a premier co-educational day school nestled in the Foothills of the Rocky Mountains just outside of the City of Calgary on a 220-acre campus. As an International Baccalaureate (IB) World School, STS offers all three IB Programmes from Kindergarten through to Grade 12.

In addition to the global perspective offered by the IB Diploma Programme, the School offers an extensive co-curricular program in a technology-rich environment. Students take advantage of the amazing natural setting including a small pond, forest, and extensive trail system to complement their academic learning.

STS combines the rich traditions from its 117 years of history with innovative and research-based instructional practices where students pursue lives of purpose, flourishing emotionally, physically, and intellectually.

## Position Overview

The Accounts Payable Specialist performs accounting and clerical duties related to the efficient maintenance and processing of accounts payable transactions and supports STS in the administration of our bussing processes.

## Core Areas of Responsibility

### Accounts Payable (75%)

- Preparation and maintenance of accounts payable information, including development, entry, and analysis.
- Verification for accuracy and coding of invoices.
- Computer data input, preparation and distribution of cheques.
- Prepare and maintain Visa records and ensure timely payment as per STS procedures.
- Maintain Petty Cash including distribution of cash, receiving receipts, and balancing Petty Cash fund.
- Prepare wire transfers, journal entries, and bank drafts.
- Maintain vendor records and reconcile vendor accounts as required.
- Support annual audit and budget processes.
- Support other regulatory audits as/when required including WCB, CRA, and Alberta Education.
- Track expenses and process department reports.
- Analyze A/P processes to maximize discounts and net 30 payments.
- Other duties as assigned by the CFO or Controller

*A diverse community where students pursue lives of purpose, flourishing emotionally, physically, and intellectually.*



## Busing/Transportation (25%)

- Prepare and maintain the STS busing registration.
- Work with the busing contractor on routing development.
- Alternate point of contact for the busing contractor.
- ZONAR pass management.
- Maintain bus route and costing spreadsheet and the busing contractor monthly billing of student expenses.
- Confirm the accuracy of monthly bussing charges from the busing contractor.

## Qualifications

- Business College Diploma with training in clerical accounting functions preferred.
- Minimum 1 –2 years' experience in a similar role, 3-5 years preferred.
- Computer skills in accounting software, word processing, spreadsheets, and email.

## Personal Qualities and Attributes

- Excellent communication and interpersonal skills.
- Attention to detail.
- Ensure the accuracy and confidentiality of STS information.
- Problem solving skills.
- Vendor relationship skills.
- Ability to work within a team as well as independently.

## Application Instructions

Applications must contain a cover letter, your resume, and the names and contact information for three work-related references one of which must be a direct supervisor (your references will not be contacted without your prior consent). Please submit your application using our recruitment module

<https://recruiting.ultipro.ca/STR5005STCN>

Applications will be reviewed as received and interested applicants are strongly encouraged to apply early as the position may be filled as soon as a qualified candidate is selected.

Strathcona-Tweedsmuir School provides a welcoming environment for all employees and encourages diversity among staff and students as part of our commitment to the Alberta Human Rights Act.