

Job Opportunity

Accounting Technician (Replacement: Full-time/Permanent)

The City of Summerside is seeking a detail-oriented and motivated **Accounting Technician** to join our Financial Services team. This position plays a key role in ensuring accurate financial records, timely processing of transactions, and compliance with relevant legislation. The successful candidate will demonstrate professionalism, strong problem-solving skills, and the ability to provide excellent service to both internal departments and the public. Confidentiality is essential in this role.

Reporting to: Manager of Financial Services

Key Responsibilities:

Accounting Cycle

- Prepare working papers and supporting documentation for the year-end audit.
- Post journal entries and reconcile clearing and offset accounts monthly.

Accounts Payable

- Receive and verify invoices from departments, ensuring purchase orders are attached.
- Process vouchers, issue cheques, and respond to vendor inquiries.

Accounts Receivable

- Record invoices and credit memos to customers' accounts.
- Follow up on outstanding non-utility charges.

Compliance and Support

- Interpret and apply relevant legislation (e.g., Excise Tax Act) to job functions.
- Provide assistance or relief to other positions within the collective bargaining unit as required.
- Perform other duties as assigned to maintain efficient operations and quality public service.

Qualifications and Competencies:

- Minimum two-year post-secondary diploma in accounting, finance, or a related field.
- Minimum two years' accounting experience; municipal or public sector experience considered an asset.
- Proficiency with Microsoft Office (Excel, Word, Outlook) and familiarity with accounting software.
- Strong communication skills and the ability to work effectively with colleagues, vendors, and the public.
- Demonstrated attention to detail, confidentiality, and problem-solving skills.

What We Offer:

- 3 weeks of vacation to start
- Defined benefit pension plan
- Comprehensive health, medical and dental coverage
- Employer-paid Employee Assistance Program (EAP)
- A supportive and welcoming work environment in a safe, thriving community

Hours: 35 hours per week

Salary: \$29.33/hour (\$32.47/hour after 6 months)

How to Apply:

Submit a confidential cover letter and resume outlining your qualifications and interest in the position. Please include "Accounting Technician" in the subject line of your email.

 **Email:** jobs@summerside.ca

 **Deadline to apply:** Thursday, August 21 at **1:00 PM (AST)**

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The City of Summerside is committed to creating an inclusive, respectful, and accessible workplace for all employees.