



Lloydminster Catholic School Division
Accounts
Payable Clerk

We are currently recruiting a part-time (32.5 hours per week) Accounts Payable Clerk. This position is responsible for the full-cycle processing and payment of invoices as well as the preparation of deposits and management of online payments. The successful candidate will be able to work independently, have excellent multi-tasking, time management and organizational skills, and ensure invoices follow applicable Administrative Procedures.

Responsibilities:

- Enter and verify supplier and employee invoices in PowerSchool Atrieve, ensuring appropriate coding and approvals are in place
- Process invoices for payment in accordance with organizational policies and procedures.
- Match purchase orders, receipts, and invoices for accuracy and completeness.
- Reconcile vendor statements and resolve discrepancies in a timely manner
- Prepare and process cheque runs and electronic file transfers
- Create and manage purchase orders
- Administer and monitor Purchase Card program
- Review and process Purchase Card transactions
- Maintain organized files and records for audit and reporting purposes.
- Prepare and record bank deposits
- Maintain the accounts payable sub-ledger, including tracking outstanding payables and monitoring aging reports
- Support additional tasks such as month-end reconciliations, financial analysis, and audit preparation.

Requirements:

- Strong attention to detail and accuracy
- Excellent organization and time management skills
- Ability to handle confidential information with discretion
- Good communication skills, both written and verbal
- Proficient in Microsoft Office, especially Excel
- Minimum 2-years' experience in a similar position

Please submit resumes including references to the undersigned by July 25, 2025. Only those shortlisted for an interview will be contacted. An acceptable RCMP criminal record / Vulnerable Sector check is a requirement for employment.

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