



EMPLOYMENT OPPORTUNITY

Accounting Officer Fort Vermilion School Division

The Fort Vermilion School Division invites applications for the position of Accounting Officer.

The Accounting Officer will work closely with the Secretary-Treasurer and other members of the Division's finance department. The successful candidate will possess a positive attitude, excellent collaborative skills and an ability to adapt to change.

Responsibilities:

- Financial accounting function of Accounts Payable
- Administrative maintenance, financial support and audits of School Generated Funds
- Administrative maintenance and financial support for Divisional Purchasing
- System and data analysis
- Other duties as assigned

Qualifications:

- Relevant Post-secondary education is preferred
- Excellent communication skills
- Experience with a mainframe accounting system, financial spreadsheets
- Strong problem solving skills, analytical skills
- Understanding of internal controls

This position will appeal to individuals who:

- Wish to be part of a dynamic organization
- Want to grow professionally
- Enjoy living in a small community with year round recreational opportunities

The Accounting Officer will report to the Secretary Treasurer. Inquiries can be directed to Norman Buhler, Secretary Treasurer at 780-927-3766.

FVSD Salary & Benefits are highly competitive within the education business sector and will reflect education and experience. More information about the Fort Vermilion School Division can be found at www.fvsd.ab.ca.

Application must include: A cover letter, resume and 2 recent employer references

Email Application to: hr@fvsd.ab.ca

Deadline: Open until filled

A Police - Vulnerable Sector Check and a Children's Services- Intervention Record Check, dated within 6 months, must be presented as a condition of employment.

FORT VERMILION SCHOOL DIVISION NO. 52

"Our Children, Our Students, Our Future"

PHONE 780-927-3766 FAX 780-927-4625