

Swan Valley School Division

invites applications for an

Accounts Payable/Payroll Assistant

(Click on the link above for a full Job Description)

Posting #:	DO013	Location:	Division Office
Permanent/Term:	Term	Start Date:	As mutually agreed.
Posting Date:	Fri, October 31, 2025		
Posting Close Date:	Open until filled	Hours/FTE:	7.0 hrs/day 8:30 a.m-4:30 p.m.

CONDITIONS OF EMPLOYMENT

- Must be legally entitled to work in Canada.
- Completed Criminal Record Checks including the Vulnerable Sector and Child Abuse Registry Checks to the Division's satisfaction.

QUALIFICATIONS

Essential:

The Accounts Payable/Payroll Assistant contributes to the overall goals and objectives of the Division by providing administrative support to the finance, business, and administration functions, including implementing, performing, and maintaining accounting procedures, payroll, and benefits processes.

- Grade 12 diploma.
- Ability to communicate effectively with people both orally and in writing.
- Strong organizational skills.
- Strong technology skills and knowledge and experience in word processing, spreadsheets, databases, and publishing applications.
- Ability to work well independently.
- Ability to be flexible and adjust to changing work assignments.
- Ability to deal with and maintain confidential information.
- Ability to work effectively under pressure and within defined timeframes.
- Ability to work with a variety of people in a team environment.
- Requires high intensity mental concentration for more than 4 hours at a time.

(This position includes responsibilities such as processing accounts payable and cheque/payment issues, processing Support Staff and Substitute/Casual/Trustee payroll, processing monthly and annual payroll reports, assisting with benefits administration, and providing administrative and financial support in budget preparation).

Desired:

- Post-secondary diploma in Office Administration, or equivalent.
- A minimum of two years prior payroll or accounts processing experience or equivalent.
- Experience and training in Microsoft Office.
- Completion of accounting or payroll courses.
- Prior School Division payroll or accounting experience.
- Demonstrated ability to solve routine and non-standard problems impacting single or multiple groups/departments.
- High Attention to Detail & Accuracy for processing accounts, payroll, and financial reports.
- Ability to handle complex interactions, potentially requiring interpretation, persuasion, or negotiation, as communication is constant with people inside and outside the Division.
- Capable of handling complex interactions and situations.



Applications must quote the competition number and be received no later than 9:00 a.m. on the deadline date shown above. The application package must include a cover letter and a comprehensive resume, including three references addressed to: Rob Tomlinson, Superintendent. Submit the application package in PDF format to hr@svsd.ca.

Candidates chosen for an interview will be contacted. Interview accessibility accommodations are available upon request. Swan Valley School Division supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities), striving for exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation.