



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

Internal/External Job Posting

Position:	Accounts Payable Coordinator
Status:	Regular Full-Time
Work Area:	Finance
Posting Date:	September 21, 2026
Internal Closing Date:	September 28, 2026
External Closing Date:	October 5, 2026

GENERAL SUMMARY

Under the general supervision and direction of the Senior Accountant of Financial Operations, the Accounts Payable Coordinator carries out all aspects of the accounts payable function and delivers outstanding customer service to internal and external stakeholders.

KEY RESPONSIBILITIES

Customer Service

- Contributes to the success of our team and creation of our community, by fostering the District of Squamish corporate values in their work: respect, integrity, connection, and progress.
- Follows the District of Squamish’s Customer Service Guidelines to ensure the Delivery of Outstanding Service.

Accounts Payable Duties

- Carries out all aspects of the accounts payable function from invoice processing to payment.
- Prepares reviews, enters, and posts journal entries.
- Prepares reconciliations of the accounts payable sub ledger and generates reports related to the accounts payable function.
- Researches and responds to enquiries from vendors and other staff members and performs statement reconciliations.
- Maintains security and control over cheque signing software and financial instruments, ensuring cheques are authorized for release and controlling distribution.
- Prepares and maintains a variety of internal reports, records and files specific to the accounts payable functions.
- Prepares statutory, compliance, and other external agency reports related to the accounts payable functions.
- Prepares year-end working papers related to accounts payable.
- Monitors and documents business processes related to accounts payable and purchasing, and recommends improvements to Management.
- Performs other administrative and accounting duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Excellent interpersonal and communication skills, with the ability to interact with customers in a professional manner.
- Strong computer skills in Microsoft Office products, particularly Word and Excel.
- Excellent time management skills, with the ability to prioritize and manage multiple tasks.
- Knowledge of the basic financial functions, regulations, and rules governing municipal operations.
- Extensive knowledge of regulations governing expenditures and purchasing practices.
- Ability to interpret factual information from financial records such as payment records and general ledger accounts.
- Ability to work cooperatively with other departments without compromising internal controls.
- Ability to maintain a high level of accuracy with speed.
- Ability to adapt and respond to administrative and technological change.
- Ability to interpret and comply with procedures and policies.
- Ability to maintain confidentiality and comply with privacy legislation.
- Ability to interpret and apply legislation, policies and procedures.
- Ability to work overtime as required.



SQUAMISH

HARDWIRED *for* ADVENTURE

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Bondable
- Business Administration Diploma with an accounting focus from a recognized University or College

AND

- Four (4) years' experience in a high volume finance environment in accounts payable role.
- Experience in Local Government is an Asset

OR

- An equivalent combination of education, training and experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 70 hours bi-weekly, Monday to Friday. Current shifts (subject to change) range between the hours of 8:00 a.m. to 5:00 p.m., fortnight schedule.

Salary: \$40.15 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

[Click here to apply.](#) If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #26-97** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include Accessibility in the subject line. We thank all applicants for applying.