



BLACK GOLD SCHOOL DIVISION

Black Gold School Division is dedicated to promoting diversity, equity, and inclusion in the workplace. BGSD celebrates and welcomes the diversity of all employees, stakeholders, and external personnel.

Accounts Payable Technician ~ Temporary Position (approx. 10 months)

1.0 FTE – 35 hours per week

Finance Department

Nisku, AB

Black Gold School Division is seeking an experienced Accounts Payable Technician who will share in the responsibility of preparing and processing accounts payable payments in accordance with prescribed procedures and ensuring that deadlines are met.

The successful candidate will share in the responsibility of preparing and processing accounts payable payments in accordance with prescribed procedures and ensuring that deadlines are met. They will also assist with posting and reconciling purchase card expenditures and providing support to the schools in this regard.

Also included in the responsibilities of this position is liaising with 32 schools, Division Office, and the Facilities Department regarding purchase orders and outstanding invoices, and communicating with suppliers regarding payment concerns.

Providing support for Rycor Software, online payment software used by Black Gold School Division is also an integral part of this position.

Applicants must have strong computer skills including data entry, accuracy and knowledge of a variety of software applications. Experience with atrieveERP Software is preferred. Strong interpersonal, organizational and time management skills combined with the capacity to work independently in a fast-paced environment are essential in this role. The ability to work well with others in a professional, friendly manner is required.

- Pay Level 2: \$43,005 - \$56,568 (commensurate with training and experience).
- Competitive benefits package through ASEBP
- Start date will be determined at time of hiring
- As a condition of employment, new employees are required to provide a current **Vulnerable Sector Check and Intervention Record Check** at their own expense (prior to starting employment).

Application deadline: August 4, 2025 @ 12:00 pm

Please include a cover letter, resume, and information for two references in one PDF document.

Competition #2025-26-30

Please e-mail package, quoting the competition number, to the attention of:

Michelle Unchulenko, HR Coordinator

Division Office

michelle.unchulenko@blackgold.ca

Thank you for showing an interest in this position. Only those selected for an interview will be contacted. Resumes of individuals not granted an interview will not be kept on file and will be disposed of appropriately.