



Accounting Technician | Town of Sexsmith

Position Overview

The Town of Sexsmith is seeking a detail-oriented Accounting Technician to maintain accounts payable and payroll systems, administer employee and Council benefits, prepare remittances and financial reports, process journal entries, and support the annual audit. The position also assists residents and provides backup reception and payment-processing support as required.

Key Responsibilities

Process invoices, expense reimbursements and payments; prepare payroll for staff, Council and paid volunteers; administer benefits, pension remittances, ROEs and year-end reporting; prepare monthly budget reports and reconciliations; maintain records; and use Microsoft Excel, Word, Outlook and Adobe for daily financial and administrative work.

Qualifications

The successful candidate will have accounting and payroll experience, sound knowledge of accounting principles, strong Microsoft Office skills, excellent accuracy and organization, and the ability to provide professional customer service with minimal supervision. Municipal accounting software experience is an asset.

Compensation: Full-time employment at \$28.84–\$37.18 per hour, plus benefits and pension.

Apply: Submit a resumé in person at the Town Office, by email to admin@sexsmith.ca, or by mail to Box 420, Sexsmith, AB T0H 3C0, Attention: Rachel Wueschner. Applications **will be accepted until the position is filled**. Only candidates selected for an interview will be contacted.