



**Town of Morden**  
**Administration Office**  
**Accounts Payable Clerk**

The Town of Morden is seeking an energetic, self-motivated individual for the position of an Accounts Payable Clerk. This position will require a person who is available Monday to Friday.

Reporting to the Executive Assistant, this person will be responsible for:

- Process and confirm all Accounts Payable Invoices for the Town of Morden.
- Ensure all invoices are properly endorsed by Department Heads.
- Computer data entry
- Process Accounts Payable cheques for signature by signing authorities.
- Filing
- Other duties as assigned.

The preferred candidate will have the following qualifications:

- Excellent oral and written communications skills
- Experience with various computer programs
- The ability to work in a team office environment
- Experience with payroll and reception work may also be an asset

Duties would commence as soon as possible.

The qualifications and experience of the applicant will determine the rate of pay for this position. Interested applicants are invited to submit resumes by mailing, faxing or e-mailing applications to:

**Accounts Payable Clerk**  
**Town of Morden**  
**100-195 Stephen Street**  
**Morden, Manitoba**  
**R6M 1V3**  
**Fax 822-6494**  
[tmorden@mordenmb.com](mailto:tmorden@mordenmb.com)

*We thank all for applying, but only those receiving an interview will be contacted. A condition of employment is agreement by the applicant to disclose criminal record information to the Town of Morden.*