



Total Oilfield Rentals Ltd is seeking an **ACCOUNTS PAYABLE CLERK** to join our team. This individual will be responsible for the performance of a variety of accounting and administrative duties. This position will be based in **LEDUC** and responsibilities will include coding, totaling, batching, entering, verifying and reconciling transactions for accounts payable. Other responsibilities will include assisting with the compilation of monthly, quarterly, and annual reporting data and documents based on actual and estimated expenses as well as related clerical duties, such as word processing, spreadsheets, and maintaining filing and record systems.

Qualifications:

- 3+ years of related work experience.
- Related post-secondary education/training.
- Strong computer skills, including effective working skills of Microsoft Office.
- Ability to adapt to and learn new software.
- Able to work efficiently as a part of a team as well as independently.
- High level of critical and logical thinking, analysis, and reasoning.
- Able to work well under pressure and meet set deadlines.
- Excellent organizational, time management and prioritizing skills
- Ability to interpret and implement company policies and procedures
- Attention to detail in all areas of work

Total Oilfield Rentals Ltd offers competitive salary packages, a great work environment, and career advancement opportunities.

Please submit resumes and cover letters to **Julie Sawyer** at jsawyer@totaloilfield.ca.

Total Oilfield is an equal opportunity employer.