

**CLIMATE CHANGE CENTRAL
JOB OPPORTUNITY – PART TIME
ACCOUNTS PAYABLE CLERK**

Climate Change Central is a unique partnership between Alberta businesses, governments and the environmental community, that promotes the development of innovative responses to global climate change and its impacts.

Detailed Job Description

We are currently seeking an Accounts Payable Clerk for our Calgary office who is interested in working part time approximately 8 to 12 hours per week. The accounts payable clerk would report to and work closely with the Accounting Manager. The duties of the position would be:

1. Coordinate accounts payable and input vendor invoices into an automated accounting system namely Quickbooks.
2. Research and resolve accounts payable issues with vendors and program managers
3. Reconcile vendor accounts
4. Update and reconcile the accounts payable sub-ledger to the general ledger
5. Ensure that registrations for seminars and workshops are properly recorded and reconciled.
6. Excellent skills with EXCEL, WORD, Outlook and automated accounting systems are required.
7. This position requires good organization, time management, communication and interpersonal skills combined with an ability to work independently.
8. Other duties as required.

Qualifications: Introductory accounting courses preferred. However, previous experience and education will be taken into consideration.

This is an excellent position with flexible hours working in a warm, friendly environment in the beltline area.

Please send your résumés to:

Climate Change Central
Suite 100, 999 – 8th Avenue SW
Calgary, AB T2R 1J5

Or E-mail to: jgehring@climatechangecentral.com

Application Deadline: August 18, 2008