



# Career Opportunity

**Job Title:** Accounts Payable Clerk/ Administration Assistant  
**Organization:** Society for the Involvement of Good Neighbours (SIGN) See [www.signyorkton.ca](http://www.signyorkton.ca)  
Yorkton SK Canada  
**Program:** Elton Davidge Building, 83 North Street  
**Hours:** 5 days a week, Monday to Friday, 7 hours per day (8:30am-4:30pm)  
**Location:** Yorkton, SK  
**Start Date:** June 1, 2026

The Society for the Involvement of Good Neighbours (SIGN) is seeking an **Accounts Payable Clerk/Administration Assistant** to provide data entry and related duties in disbursing accounts payable to individuals, suppliers, and other entities as well as support to the administrative needs of the agency. This includes filing, maintaining and updating financial spreadsheets and performing other finance duties, while working with SIGN managers, staff and the public to manage a variety of dispatch, clerical, administrative and support services for the Agency and the programs involved.

**The successful candidate must have the ability to:**

- Maintain an accurate and complete trail of supporting documentation for all activities;
- Ensure that all month-end financial duties and reporting is completed in a timely and accurate manner;
- Perform Accounts Payable and Administrative filing duties;
- Update financial spreadsheets;
- Review bills to the organization for potential errors and/or discrepancies;
- Prepare and distribute payment reports and statistics to key personnel;
- Ensure the strict confidentiality and privacy of financial records;
- Investigate payment problems while following organization A/P policies and procedures;
- Maintain year-end working documents and spreadsheets, and assist with preparation for audits;
- Collect, interpret, and report on financial data;
- Maintain a professional appearance, demeanor, and attitude at all times;
- Perform other administration duties and obligations as assigned by the Director of Finance.

**And the Education and Professional Experiences of:**

- Accounting diploma or working towards an accounting degree or diploma or an equivalent combination of work experience and education that is acceptable to the Board of Directors
- A minimum of two to three years of experience in an Accounts Payable and/or Office Administration
- Experience in gathering data, compiling the proper information, and preparing financial reports
- A clean Criminal Records Check from RCMP

**Send resumes with covering letter and at least three references to:**

Lynsey Swanson  
83 North Street  
Yorkton, SK S3N 0G9  
Fax: 306.786.7116  
Email: [l.swanson@signyorkton.ca](mailto:l.swanson@signyorkton.ca)

**Applications close at 5 pm on Friday, May 15, 2026 or when filled.**

**Only those short-listed for interviews will be contacted. We thank all those who apply for their interest.**