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CONFEDERATION CENTRE OF THE ARTS
CENTRE DES ARTS DE LA CONFÉDÉRATION

145, rue Richmond,
Charlottetown Î.-P.-É.
Canada C1A 1J1

145 Richmond Street
Charlottetown P.E.I.
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T (902) 628.1864
F (902) 566.4648

We're Recruiting For…

Accounting Clerk – Accounts Payable

Reporting to the Finance Manager, the Accounting Clerk - Accounts Payable is responsible for processing and administration of the Centre's accounts payable.

The Accounting Clerk – Accounts Payable is a member of the Finance team and is responsible for a wide range of duties including but not limited to:

- Receiving, reviewing and distributing invoices for approval;
- Ensuring adherence to Centre purchasing procedures;
- Reviewing and ensuring correct invoice coding;
- Entering invoices in the accounting system;
- Verify reports to ensure proper coding/data entry (adjust as needed);
- Prepare/process payments by electronic fund payments (EFTs) and cheques;
- Reconcile Centre credit card statements;
- Professional and timely communication with vendors;
- Maintaining filing system for AP records.

In addition to being a detail-oriented, self-motivated individual who enjoys working in a team environment, applicants should possess the following qualifications:

- Completed post-secondary education in business/accounting;
- Minimum of 3 years of experience in an accounting role;
- Demonstrated strong working knowledge of Microsoft Excel;
- Strong time management and organizational skills, and ability to prioritize and exercise good initiative and judgement;
- Excellent communication skills (comprehension, oral, and written, English);

Confederation Centre is proud to offer a competitive benefits package including:

- Health & dental and life insurance coverage,
- Employer-matched pension plan,
- Paid vacation and contingency days,
- Staff discounts on shows and events,
- Employee Assistance Program,
- Training and development opportunities.

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How To Apply

By email to the attention of Jodi Zver at careers@confederationcentre.com or in hard copy during regular business hours at the security desk located at **130 Queen Street** in Charlottetown.

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

This position is represented by The International Alliance of Theatrical Stage Employees, Local 906B. The starting annual salary (0-6 months) is $51,792. This is a full-time, permanent position for 37.5 hours per week.

Posted Date: **Thursday, December 11th 2025**