



# SWT CAREER OPPORTUNITY

South West Terminal (SWT) is currently seeking a **Accounts Payable Administrator**

**Location:** Gull Lake, Saskatchewan

**Schedule:** Permanent Full Time

## About the Role

SWT is seeking a detail-oriented and highly organized Accounts Payable Administrator to join our Accounting & Finance team. This position plays a key role in maintaining efficient and accurate financial records, focusing on Crop Input payables and providing backup support for various accounting tasks. If you're passionate about numbers, teamwork and delivering excellent internal service, this role is for you!

## Key Responsibilities

### Accounts Payable Functions:

- Process, verify and code Crop Input invoices.
- Prepare vendor payments and reconcile statements.
- Maintain vendor files and resolve discrepancies.

### Backup Accounts Receivable Support:

- Assist with deposit preparation and coordination.
- Help with account and bank reconciliations.

### General Accounting Support:

- Maintain financial records, ledgers and journals.
- Support month-end closing processes and reconciliations.
- Assist with inventory adjustments and capital/prepaid reconciliations.
- Coordinate with various departments and external vendors as needed.

## Qualifications:

- Diploma or equivalent experience in accounting.
- Strong attention to detail and ability to work accurately with numerical data.
- Proficient in using accounting software and Microsoft Office tools.
- Highly organized with strong time management skills.
- A reliable, team-oriented professional who communicates clearly and respectfully.
- Comfortable working independently and managing multiple deadlines.

SWT is a diversified corporation with an excellent opportunity for you to advance your career.

Interested applicants should submit their resume to:

SWT

Box 719 Gull Lake, Sk. S0N 1A0

Attention: Shannon Friesen, Manager, Human Resources

Phone: 306-672-4112

Fax: 306-672-4166

Email: sfriesen@swt.ca

Website: www.swt.ca

## Benefits:

- Competitive wage and performance structure
- Company-paid health and dental benefits
- Pension plan
- Career growth opportunities

**Deadline:** April 13<sup>th</sup> 2026

Thank you for your interest.  
*Only candidates under consideration will be contacted.*