

As per Article 4.6, this competition is posted internally and externally. External applications will be reviewed only after the internal process is complete		SEC-26-031
Title	Accounting Technician	
Wage/Salary	SGEU Level 5; \$31.07 - \$36.97	
Posted Date	September 4, 2026	
Location	Weyburn	
# of Positions	1	
Employment Terms	Temporary Full-Time	
Length of Employment	October 1, 2026, to September 30, 2027	
Apply by:	September 16, 2026, by 5:00 p.m.	
How to apply	Email your resume and cover letter to careers@southeastcollege.org citing "Accounting Technician" in the subject line.	
About US:	Established in 1975, Southeast College shapes the workforce of southeast Saskatchewan, fostering community growth. Committed to innovation and sustainability, we offer diverse programs that equip students with the skills and knowledge for success in their fields.	
Position Summary	Position Summary We are seeking a detail oriented and reliable Accounting Technician to join our team for one year term in Weyburn. The ideal candidate will have a solid understanding of accounting principles and practices, along with excellent organizational and communication skills. Under the supervision of the Controller, this position is primarily responsible for the day-to-day operation of the accounting functions. This responsibility includes ensuring financial transactions are accurately recorded, receivables are monitored and collected in a timely manner, and regular reporting of management information is completed. This position supports managers in the preparation and monitoring of budgets and responds to employee inquiries on accounting matters for all internal departments. Education and Experience Bachelor's degree with a major in accounting or equivalent. A minimum of two years of accounting experience. Proficiency in computer and accounting software. Ability to prioritize tasks and meet deadlines. What we offer: Competitive salary. Comprehensive benefits package including pension. Vacation Leave and other types of leave. Professional development opportunities. Inclusive work environment.	

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Southeast College is committed to an inclusive and accessible recruitment process. Applicants requiring accommodation during any stage of the hiring process are encouraged to contact Human Resources in advance. Southeast College welcomes applications from all qualified candidates who are legally entitled to work in Canada. We thank all candidates for their interest. Only candidates selected for an interview will be contacted. For a full job description, go to https://www.southeastcollege.org/the-college/career-listing/	