



G.L.D.C. is a member-owned cooperative providing natural gas services to its members. Based in Rimbey, we serve an area covering 2600 km², ensuring access to reliable natural gas service for our 3200 members.

Our Core values include:

Integrity – We are honest, transparent and committed to doing what is best for our customers and our company. It is the defining quality of our people and our work. We strive to do the right thing always, acting truthfully and honourably.

Safety – Our first priority in everything we do is to ensure the safety of our staff, our members, and the public.

Commitment – We focus on our key priorities and insure we deliver with quality on time... every time.

Teamwork – One company, one team, one vision. We work together to achieve our goals and to celebrate our successes.

Community minded - We support our community by hiring local, buying local and contributing to community events and local charities.

Empathy – We understand that communication starts by listening, understanding different perspectives, and caring about others' success.

Position: Accountant / Accounts Payable

We are seeking a highly organized and detail-oriented professional for the role of Accountant or Accounting Technician to support our finance and operations teams. The position involves managing core bookkeeping and accounting functions, utilizing custom accounting software, and maintaining efficient administrative workflows. The ideal candidate will have proven experience with accounting systems, strong skills in bookkeeping and account reconciliation, and excellent communication abilities. We value employees who demonstrate a positive attitude and a commitment to excellence. Join a company that prioritizes investment in its people, technology, and community engagement, fostering a collaborative and growth-oriented environment.

Responsibilities

- Manage daily bookkeeping activities, including accounts payable and accounts receivable processing.
- Perform bank reconciliations and account analysis to ensure financial accuracy.
- Assist with account reconciliation and budgeting tasks to support financial planning.
- Maintain and update financial records using accounting software.
- Prepare financial reports and summaries for management review.
- Support payroll processing and related administrative functions.
- Ensure compliance with company policies and accounting standards.
- Organize and file documents for easy retrieval.
- Provide general administrative support, including scheduling, correspondence and data entry.
- Greet visitors and answer phone calls in a professional manner as needed.

www.GLDCGAS.COM

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Requirements

- Strong proficiency in Microsoft Office Suite.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Previous accounting or bookkeeping experience.
- Diploma or certificate in accounting or a related field is preferable.

Compensation and Benefits

- Competitive salary
- Extended Health Care
- Vision Care
- Dental Care
- Employee Assistance Program
- Life Insurance
- Disability Insurance
- Wellness program
- Pension plan
- Paid vacation days
- Professional development opportunities
- Casual dress
- Company events

How to Apply

Please submit your resume and cover letter to hr@gldcgas.com. This job posting has been open since March 18, 2026. We thank all applicants for their interest; however, only those selected for an interview will be contacted.