



City of Three Rivers

333 West Michigan Avenue • Three Rivers, Michigan 49093

Phone: 269.273.1075 • Fax: 269.273.3132

www.threeriversmi.org

JOB POSTING

City of Three Rivers – Full Time Accounts Payable Clerk

The City of Three Rivers is seeking qualified applicants for a full-time Accounts Payable Clerk position. Assisting the deputy director of Finance/Administration, incumbent will perform a variety of clerical and financial responsibilities including but not limited receiving and verifying invoices and requisitions for goods and services, verifying that transactions comply with financial policies and procedures, preparing batches of invoices for approval, and entering them into the AP system for payment and processing various AP reports, preparing and managing the weekly check runs, preparing vendor checks for mailing, preparing manual checks as required, maintaining the accounts payable system and general ledger system, reconciling encumbrances, and preparing year-end 1099 reporting for vendor payments. Incumbent will perform other office related duties as assigned. The employee will perform a variety of cashiering functions and to respond to questions and inquiries from the general public. Basic responsibilities include receipting customer payments for real estate and personal property taxes, utility bills, general receivables and other ordinance fees, reconciling receipts with monies collected; and prepare daily tally sheets and daily deposits.

Within six (6) months, incumbents are expected to work with minimal supervision, within existing accounting policies and procedures; able to prioritize and successfully complete multiple work assignments; initiate, plan, organize and carry through projects; work quickly and accurately with numeric calculations; ability to interpret and explain financial policies and procedures; and provide excellent customer service to the general public in a professional courteous manner even in stressful situations.

Minimum requirements: High School graduate or GED; at least 2 college semesters/terms in accounting; minimum of 1-year related work experience; strong customer relations, organizational and computer skills, ability to maintain high level of accuracy in preparing and entering financial data, and advanced analytical, problem solving and decision making skills; valid Michigan driver's license; or any equivalent combination of training and experience which provides the essential knowledge, skills and abilities. Associate Degree in Accounting with at least 2-years related work experience preferred.

Union position, wage scale: \$12.65/hour up to \$15.81.

Work hours: M – F 7:45 am – 4:15 pm

Interested candidates should submit an official application, resume and letter of interest until filled, to Deputy Director of Finance/Administration Leslie Wilson at Three Rivers City Hall, 333 W. Michigan Avenue, Three Rivers, MI 49093, M-F 8:00 a.m. – 4:30 p.m. ph. (269)273-1075 x108 lwilson@threeriversmi.org fax (269)273-3132.

Official applications can be found at <http://goo.gl/ZJP7kL>

City of Three Rivers
Equal Opportunity Employer
EOE/AA/M/F/H/V

Posted 10/20/2017 at City Hall, PD, FD, Library, Finance, DPS