



## VACANCY ANNOUNCEMENT

**Job Title:** Accounts Payable Clerk  
**Open Date:** March 1, 2019  
**Closing Date:** March 17, 2019 at 11:59 p.m.  
**Salary:** \$ 34,351 annually  
**Job Type:** Full-time with benefits  
**Department:** Finance (located in City Hall)

### JOB SUMMARY

Under general supervision, the selected applicant will perform a variety of clerical and technical functions in the processing and maintenance of accounts payable activities, including providing information to other city departments and the general public.

#### Duties include but are not limited to:

- Receive, process, monitor and record financial transactions; track information manually and/or on a computerized system; enter, retrieve, and evaluate data; prepare reports as required.
- Maintain various ledgers, registers, and journals according to established account classifications; prepare, correct, or adjust entries as necessary; update and maintain a variety of files, records, and filing systems.
- Print, encumber, distribute, copy and file purchase orders for various departments; verify invoices with purchase orders; check outstanding purchase order list for old purchase orders or voided orders.
- Answer questions and provide information to the public, vendors, builders, and other outside agencies and City departments and divisions; receive and respond to citizen and staff questions and complaints appropriately.

**Education:** High school diploma or GED.

**Experience:** Two years of clerical accounting experience, preferably in a municipal environment.

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**ALL APPLICANTS MUST COMPLETE THE APPLICATION FOUND AT:**

<https://www.cityofmoore.com/departments/jobs>

For additional information regarding this position including duties, responsibilities and minimum qualifications, please visit <https://www.cityofmoore.com/departments/jobs>.

**City of Moore is an Equal Opportunity Employer**