



TOWN OF SUPERIOR
EMPLOYMENT OPPORTUNITY

Accounts Payable Clerk
Pay Scale: \$18.00 Per Hour - \$20.00 Per Hour DOE
Hours: Full Time - 40 hours per week

Opening Date: September 22, 2023
Closing Date: Until Filled First Review Date: October 2, 2023.

General Responsibilities:

Prepare bi-weekly payroll, maintain insurance billings and ensure accurate payments, respond to employee inquiries regarding paychecks and payroll procedures, timesheets, insurance and benefits, perform data entry of weekly accounts payable invoices, manage purchase order process, provide reports for department heads and Town Council meetings, prepare monthly, quarterly, annual and periodic payroll and other related reports, reconcile bank statements and assist with financial audits. Provides backup assistance to Front Office Administrative Aide; answers incoming telephone calls, documents sewer payments and adjustments, and responds to public inquiries. Bi-lingual a plus to communicate with Spanish speaking customers. Performs other duties as may be assigned by the Town Manager.

Associate's Degree in Accounting or a related field and one (1) year payroll experience, or equivalent combination of education, training and experience. Must possess a valid Arizona Driver's License.

Full Job Description Duties, Necessary Knowledge, Skills and Abilities, and Education, Experience and Certifications are available at the Superior Town Hall Front Desk, 199 N. Lobb Ave., Superior, AZ 85173. Town Hall is open Monday – Friday from 8:00am to 5:00pm.

Must be able to pass a pre-employment Drug Test and Criminal History check. The Town of Superior is an Equal Opportunity Employer

The Town of Superior supports a drug free workplace.