



TOWN OF SUPERIOR

EMPLOYMENT OPPORTUNITY

ACCOUNTS PAYABLE CLERK, FULL-TIME POSITION

Pay Scale: \$18.00 Per Hour - \$20.00 Per Hour DOE

Hours: Full Time; Monday – Friday 8:00am – 5:00pm

OPENING DATE: Friday, September 22, 2023

CLOSING DATE: Until Filled

FIRST REVIEW DATE: October 2, 2023

JOB SUMMARY:

Under direct supervision, provides clerical accounting support in relation to Town payroll and accounts payable activities.

ESSENTIAL FUNCTIONS:

- Prepares bi-weekly Town payroll; reviews employee's timesheets for accuracy and completeness.
- Process payroll deduction changes, including health insurance, credit union, and retirement deductions.
- Calculates and monitors payroll deductions for court ordered wage assignments.
- Maintains accurate records of employee payroll activities.
- Responds to employee inquires regarding paychecks and payroll procedures.
- Runs payroll reports; cuts payroll checks.
- Performs data entry of weekly accounts payable invoices.
- Processes weekly payment of invoices and maintains accounts payable records.
- Maintains insurance billings and ensures accurate payments.
- Responds to employee inquiries regarding insurance enrollment processes; provides assistance regarding changes to existing dental, health, retirement, or supplemental insurance.
- Provides backup assistance to Front Office Administrative Aide; answers incoming telephone calls, documents sewer and trash payments and adjustments, and responds to public inquiries.
- Performs other duties as may be assigned by the Town Manager.

REQUIREMENTS:

- Knowledge of general accounting principles and practices, with particular emphasis on fund accounting.
- Knowledge of payroll practices, procedures and terminology.
- Knowledge of financial systems and software.
- Knowledge of regulations and standards governing payroll/accounting activities.
- Knowledge of processes for maintaining accounting/payroll records and documentation.
- Knowledge of customer service standards and protocols.
- Skill in performing a variety of clerical accounting/payroll functions.
- Skill in utilizing financial systems/software and performing accurate data entry.
- Skill in coordinating payroll related activities.
- Skill in providing assistance and responding to staff payroll/insurance inquiries.
- Skill in establishing and maintaining effective working relationships with other staff and departments.
- Skill in providing customer service to the public and responding to general inquiries.

EDUCATION, EXPERIENCE, AND CERTICATIONS:

- Associate 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.

ENVIROMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS

- Work is performed in a standard office environment.

EQUIPMENT AND TOOLS UTILIZED

- Equipment utilized includes personal computer, copier, fax machine, postage machine, and standard office equipment.

APPLICATION PACKETS CAN BE OBTAINED AND RETURNED AT:

Town of Superior
199 N. Lobb Ave.
Superior, Arizona 85173
Monday – Friday 8:00 am to 5:00 pm
Phone (520) 689-5752 Fax (520) 689-5822

SELECTION CRITERIA:

Applicants whose experience and training are most closely suited to the needs of the Town may be selected for further testing/interviews. Criteria will be based on job-related knowledge, skills, and abilities

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.