

CAREER OPPORTUNITY

Job Title: Accounts Payable Clerk
Reports To: Hildale City Office Manager
Location: Hildale City, Utah
Pay: \$30,000 - \$45,000/YR

ABOUT HILDALE:

Hildale City is the backyard of Zion's National Park. Located on the Arizona/Utah Border, Hildale City is an outdoor recreational hub. We pride ourselves in providing municipal services to the citizens of Hildale in a fun and friendly way.

ACCOUNTS PAYABLE CLERK JOB DESCRIPTION:

We are looking for an Accounts Payable Clerk who will be responsible for handling Hildale City's bills and managing our accounts payable ledger. You will be tasked with receiving, opening, and logging invoices on the ledger, as well as other duties like bank reconciliation, accounts payable invoice and data entry, and expense report handling.

In order for you to be successful in this role, you will need to be proficient in Microsoft Office applications, particularly in Word and Excel. An ideal candidate must have a good understanding of payments, the accounting process, and budgeting. You must also be capable of handling supervisory tasks when necessary.

ACCOUNTS PAYABLE CLERK RESPONSIBILITIES:

- General ledger journal entries and credit card and bank account reconciliation.
- Accounts payable invoice and data entry.
- Handling payments in an organized and timely manner.
- Development and maintenance of Excel spreadsheets.
- Internal credit card reconciliation when required.
- Sales and use tax returns.
- Ensuring imaging of invoice supporting documents is timely and accurately performed.
- Assisting with audit support as necessary.
- Assisting in streamlining the accounts payable process.
- Working with account receivable clerk and others to resolve account issues when necessary.
- Expense reports to City Council monthly.

ACCOUNTS PAYABLE CLERK REQUIREMENTS:

- Bachelor's degree in accounting or related field preferred.
- Proficient in Word, Outlook, and PowerPoint.
- Advanced abilities with Excel.
- Comfortable using a computer for various tasks beyond general accounting.
- Able to handle supervisory responsibility if necessary.
- Understanding of payments and accounting.

HOW TO APPLY

Please send a resume, cover letter, and application to:

Vincen Barlow – recorder@hildalecity.com

Only qualified individuals being considered will be contacted for an interview.



320 East Newel Avenue | Hildale City, Utah 84784

HildaleCity.com