

# **Accounts Payable/Utility Clerk**

**DATE OF JOB POSTING:** June 3, 2024

**JOB POSTING DEADLINE:** Friday, June 28, 2024, 4:00 pm

**JOB TITLE:** Accounts Payable/Utility Clerk

**NATURE OF JOB:** Clerical work in the Sheridan Clerk's Office

Full-Time Position 40 hours a week

**COMPENSATION RANGE:** \$30,000 - \$38,000.00 annually

## **REQUIRED QUALIFICATIONS:**

- High School Degree/GED
- Ability to prioritize and to multi-task.
- Ability to oversee confidential information in a discreet, professional manner.
- Eye for detail, accuracy is imperative.
- Ability to meet deadlines.
- Excellent oral and written communication skills to ensure customer satisfaction and to establish strong working relationships with vendors, customers, staff, and all levels of management.
- Excellent organizational and analytical skills
- Ability to be an effective team member and display initiative.
- Basic Computer Knowledge Microsoft Word, Excel, and Outlook
- Excellent Customer Service Skills
- Prior Accounts Payable experience preferred, but not required.
- Must be organized and detail-oriented with proven time management skills.

## **JOB DESCRIPTION:**

- Be able to open and close the office.
- Greet and wait on customers.
- Answer Telephone and assist with questions and problems.
- Enter Vouchers for Vendor Checks and Print Checks
- Type letters & Invoices for the different Departments.
- Prepare Shipping labels for various Departments.
- Type, mail and track Clean-up Notices, Mowing Notices, and Lien Letters
- Assist Accounts Receivable with receipting in Revenue Received and Posting to proper Fund.
- Make Reservations for Town owned facilities.
- Assist with preparing Trash/Stormwater Bills, and Past Dues Notices
- Other duties as assigned.

**SUBMIT APPLICATION TO:** Sheridan Town Hall  
Attn: Clerk-Treasurer  
506 South Main Street  
Sheridan, IN 46069

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