

# **JOB OPENING**

## **ACCOUNTS PAYABLE CLERK**

The City of McKenzie, Tennessee is seeking an experienced accounts payable clerk with good organizational skills and work ethic.

The City of McKenzie offers excellent benefits to the successful candidate, which includes vacation, sick days, 13 holidays, retirement with the State TCRS program, health insurance for the employee. A position description is available at the City of McKenzie City Hall., 2470 Cedar St. McKenzie, TN 38201. Deadline to apply will be 4 P.M. Oct. 13, 2023.

### **Qualifications:**

**Minimum:** Must be a high school graduate or GED.

**Preferred:** A bachelor degree in accounting or business, or two (2) years of accounts payable experience.

- Good organization skills, including the ability to multi-task and prioritize, to manage multiple accounts
- Strong verbal communication skills, including active listening and telephone manner
- Interpersonal skills, including conflict resolution, for building strong relationships with suppliers, contractors and business partners
- Mathematics for reconciling invoices and identifying areas of concern
- Data entry for accurately processing invoices and payment runs
- Basic bookkeeping and accounting knowledge
- Computer literacy, including confidence using Microsoft Office Suite and accounting software

**THE CITY OF MCKENZIE IS AN EQUAL OPPORTUNITY EMPLOYER.**