



Department: Finance
Position: Accounts Payable Clerk
Salary: Up to \$28.00 per hour depending on experience
Hours: 40 hours per week
Reports to: Finance Officer

Job Description:

- Responsible for maintaining files in both electronic and written format for Vendors
- Operate office equipment
- Utilize Municipal software to create requisitions, purchase orders and invoices
- Filing/Scanning and maintaining of vendor and files
- Conduct written, oral and electronic correspondence
- Performs additional duties as assigned by Finance Officer

Knowledge

- Must have working knowledge of office equipment
- Must have a working knowledge of Microsoft Word, Excel and some Database knowledge

Skills/Abilities

- Must have good oral and written communications skills
- Must be able to keep records and documentation
- Must have a driver's license
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Prefer familiarity with Tyler/Encode 10 System

To Apply:

City of Sylvester
101 North Main Street
Sylvester, GA 31791

Send resume to Tnorris@cityofsylvester.com

The City of Sylvester is an Equal Opportunity Employer.