

The City of Kingfisher
301 N. Main St.
Kingfisher, OK 73750
(405)375-3705
www.kingfisher.org



Vacancy Announcement 2022-01

June 6, 2022

Job Title: Accounts Payable Clerk/Deputy City Court Clerk

OPEN UNTIL FILLED, FIRST REVIEW OF SUBMISSIONS WILL OCCUR AFTER JUNE 22, 2022

This position is classified as salaried administrative. Entry position is Administrative II with Pay Classification III, Step 2-8. Entry salary range is **\$36,786 to \$44,122**, depending upon experience and qualifications. Career advancement in this position includes Administrative III and IV.

POSITION SUMMARY: Team centric environment with shared responsibilities and ability to perform other functions in the organization through shared knowledge and cross-training. Provides financial, administrative and clerical support to all departments in the organization. Serves as the Deputy City Clerk, performing functions in the absence of the City Clerk. Interacts with customers and community members in person, on the phone and electronically most of the work day.

POSITION DESCRIPTION

The City of Kingfisher is accepting applications to fill the vacancy of Accounts Payable/Deputy City Clerk. Duty position includes:

- Reconciling and verifying invoices for accuracy of services or products received.
- Paying vendors in a timely manner upon validated receipt of invoice.
- Managing accounts payable using Caselle Municipal Accounting software and other programs
- Handling accounts payable for numerous departments, entities and vendors
- Recordkeeping and maintenance of accounts payable files
- Analyzing workflow processes
- Reviewing submitted requisitions for accuracy, prices, terms of payment and other charges
- Processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling books of accounts
- Direct interaction daily with customers in person and on the phone
- Other duties assigned or implied to support operations of the organization.

QUALIFICATIONS

The ideal candidate will have experience demonstrating:
Exceptional customer service proficiency; Motivated self-starter achieving results without direct supervision; Multi-tasking skills; Positive attitude; Cash-Handling experience; General understanding of accounting principles; MS Office; General office proficiencies and general office equipment; Demonstrated ability to learn new software; Strong interpersonal communication skills with the ability to work with customers who may be happy, angry or in between.

Training will be provided for Caselle Software, Deputy City Clerk functions, and specific skills required for the position.

Direct Report to the City Clerk, with oversight from the City Treasurer in a team centric environment.

BENEFITS:

- Health, Dental and Vision provided by OPEHW (www.opehw1.com) with employer paying 100% of employee and 65% of dependent. Supplemental policies are available through American Fidelity Assurance.
- A Defined Retirement Plan is provided by OPERS (www.opers.ok.gov) with employer contributing 12.5% of wages and employee contributing 7.5%.
- New employees receive 160 hours of paid time off per fiscal year (July 1-June 30) and 12 holidays.

Interested candidates shall submit a completed application, resume and cover letter to City Hall at 301 N. Main St., Kingfisher, OK 73750. Applications are available at www.kingfisher.org under the Careers Tab. Candidates selected for consideration will be required to submit to a pre-employment drug screening and background security investigation. Questions regarding the position may be addressed to Brittney Hladik, City Clerk, at 405-375-3705.

The City of Kingfisher is an Equal Opportunity Employer. The City of Kingfisher ensures that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, religion, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services or activities administered by the City, its recipient, its sub-recipients, and contractors.