

## Accounts Payable Clerk/Billing Clerk

The City of Asbury, IA is accepting applications for the position of a Utility Billing/Accounts Payable Clerk. This is a full-time position and the pay range is \$18-\$26/hr.

Responsibilities include: providing excellent customer service, utility billing and Accounts Payable data entry. You should have two or years or more of work history in a finance office with experience in billing and customer service. An Associate's Degree in Accounting or related field is required.

Please submit letter of application, resume and City of Asbury application for employment to: City of Asbury, Attn: Elizabeth Bonz, City Administrator, 5290 Grand Meadow Drive, Ste 1, Asbury, Iowa 52002 by 4 p.m. on **June 3**. AA/ EOE/ADA. Inquiries may be sent to [info@cityofasbury.com](mailto:info@cityofasbury.com). Applications are available from website [www.cityofasbury.com](http://www.cityofasbury.com).

**JOB REQUIREMENTS:** Reconciles processed work by verifying entries and comparing system reports to balances. Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries. Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; Verifies vendor accounts by reconciling monthly statements and related transactions. Disburses petty cash by recording entry; verifying documentation. Answer customers' questions about services and charges. Connect and disconnect utility services on past due accounts. Leave messages to arrange different times to read meters in cases in which meters are not accessible. Update client address and meter location information. Upload into office computers all information collected on hand-held computers during meter rounds, to office so that data can be compiled. Verify readings in cases where consumption appears to be abnormal, and record possible reasons for fluctuations. Collect, count, record and complete banking transactions. Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, and address complaints. Complete and mail utility bills monthly. Assist Clerk with park reservations and other duties. Compile, copy, sort, and file records of office activities.

**OTHER EXPERIENCE AND QUALIFICATIONS:** Customer service, cash handling, attention to detail, ability to meet deadlines, must be able to interact with the public and resolve issues. Proficient in Microsoft Word and Excel, knowledge of Summit software, meter reading equipment as well as other office equipment is a plus.

Successful completion of a background check, drug screening, alcohol screening and Iowa Driver's license are required prior to being employed.