

## **Accounts Payable Clerk**

The City of Iowa Falls has a full-time position open in the Administrative Department for an Accounts Payable Clerk. This position is responsible for creating purchase orders, entering and posting invoices for payment, check printing, bank reconciliation, month end reconciliations, and tracking fixed assets. This position is also responsible for the purchasing of office/administrative supplies and serves as backup for other administrative staff when needed. A degree in accounting is preferred or at least 2 years of experience in an accounts payable position. The ideal candidate must have the following qualities:

- Strong attention to detail
- Organizational skills
- Ability/willingness to learn and/or develop new processes
- Excellent data entry skills
- Basic to Intermediate Microsoft Office knowledge

Applications can be picked up at City Hall, 315 Stevens Street or printed online at [www.cityofiowafalls.com](http://www.cityofiowafalls.com)

A full job description is available upon request.  
The City of Iowa Falls is an Equal Opportunity Employer.