



MAPLETON

Position: Accounts Payable/Cashier
Department: Finance
Job Class: Full time position with benefits
Job Closes: December 1, 2020 at 4:00 pm
Pay scale: \$16.28-\$23.38 per hour DOE
Effective date: December 2020

GENERAL PURPOSE:

Performs a variety of working level, routine and complex clerical duties as needed; performs accounts payable functions; serves as lead cashier to receipts payments and provide customer service.

ESSENTIAL FUNCTIONS

ACCOUNTS PAYABLE

- Review all invoices for appropriate documentation and approval prior to payment
- Review for proper sales and use taxation on questionable items and adjust invoices to accurately reflect the amount owed
- Prioritize invoices according to potential cash discounts and payment terms.
- Work with department heads and division managers to obtain timely approval of invoices to be paid
- Match invoices to checks, obtain all authorization signatures for checks and distribute checks accordingly
- Reconcile vendor statements, research and correct discrepancies
- Enter invoice data into the computer for payment as well as budget control and financial reporting to department head and city council, balance and print checks for payment
- Issues vendor checks and prepare hand checks as needed.
- Process electronic payments
- Respond to vendor inquiries regarding invoices and accounts payable
- Review account coding prior to the posting, paying, and report to Finance Director
- Maintain Vendor Information including:
 - W-9 Forms
 - URS Post Employment Certifications
 - Worker's Compensation Proof of Insurance forms
 - 1099 Forms
 - Other forms required by governing entities pertaining to independent contractors
- Help prepare and file 1099's
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices. Store Backup and audit credit card bills
- Process transactions for Transient Tax reimbursement
- Report and file Unclaimed Property yearly
- Assist with other projects as needed
- Performs other duties as assigned.

CASHIER

- Greets visitors, answers phone and forwards calls in a pleasant and courteous manner. Courteously directs visitors to appropriate office personnel without delay.
- Act as utility office cashier and receipt payment for all utilities, and other miscellaneous payments.
- Count till and balance every morning.
- Accept utility payments from citizens, and enter the respective dollar amounts into the computer, prepare bank deposits. Assist citizens with their requests and inquiries as they pertain to utility accounts and balances.

- Assists customer signing in for utilities and answers customer's questions about water, sewer, pressurized irrigation, storm drain, and garbage.
- Operates electronic data processing equipment; balances reports.
- Any other duties as assigned.

Must be able to meet attendance and punctuality requirements for this position. Must abide by all city policies and procedures. Must work well with others and be a team player.

Applicants will be required to submit to a criminal background check and drug test.

POSITION QUALIFICATIONS

1. Education and experience: Graduated from high school and 2 years of experience with routine bookkeeping and clerical accounting functions, or any equivalent combination of education and experience. Preference will be given to Accounts Payable experience and Caselle software knowledge.
2. Necessary Knowledge, Skills, and Abilities: Necessary knowledge, skills, and abilities:
 - Considerable knowledge of accounting principles and bookkeeping procedures.
 - Working knowledge of state and federal laws related to fiscal recording.
 - Competency in the operation of computerized accounting (general ledger and financial statements).
 - Strong problem-solving skills, basic accounting principles knowledge, documentation skill, research and resolution skills, data analysis and multi-tasking skills.
 - Operation and knowledge of computers, ten-key, and computer software programs dealing with accounting
 - Detail Oriented, professional attitude, and highly reliable
 - Ability to communicate effectively verbally and in writing
 - Ability to interact with employees and Vendors in a professional manner

POSITION QUALIFICATIONS:

Must be at least 18 years old.

High School Diploma and Two (2) years responsible experience related to above duties.

Basic computer and accounting skills. Caselle knowledge is preferred. 10 key calculator knowledge.



Interested parties must submit an employment application. Applications may be obtained on-line at www.mapleton.org or at the Mapleton City Office, 125 West 400 North, Mapleton, UT 84664. Applications will be accepted at the City Office, by email to cbrown@mapleton.org or mail to:

Camille Brown, City Recorder
 125 West 400 North
 Mapleton, UT 84664

Mapleton City is an Equal Opportunity Employer & Provider