

ACCOUNT CLERK III

The City of Carlsbad is accepting applications for the position of **Account Clerk III**. Performs a variety of clerical accounting tasks in processing accounts payables.

Enters invoices to accounts payable vendor files; edits, posts, updates and runs reports, makes journal vouchers, prints checks; balances accounts payable statements; generates demand checks and check registers for City Council and other boards and commissions.

Sets up new vendors on computer and paper files; operates PC, computer terminal on AS400 and printer, folder/sealer machine, calculator, check signer, and other standard office equipment.

May be assigned special projects. Follows up on status of payment on invoices; answers questions on payments to vendors and the public. Gives information to department employees regarding status of general ledger accounts.

Maintains W-9 files. Responsible for maintaining detailed spreadsheets for state required reporting.

May be assigned as back up for Fixed Assets Coordinator.

Knowledge of general bookkeeping practices and procedures. Knowledge of the City's accounts payable and purchasing system, policies and procedures. Knowledge of Excel, Word or equivalent PC based programs.

Ability to establish and maintain effective working relationships with other staff, departments, vendors and the public. Ability to provide accurate and timely data and reports. Ability to follow and interpret complex oral and written instructions, policies and procedures.

Skill in performing mathematical calculations. Skill in operating a variety of office equipment and software including PC, PC-based software, AS400 terminal, printers, calculator, typewriter and telephone.

Qualifications:

Completion of high school or GED certificate and three (3) years of computerized bookkeeping/clerical accounting work. An advanced educational degree in Accounting or related field may be substituted in partial fulfillment of the required experience. PC experience, ten-key by touch required. Ability to type at least 45 w.p.m. net.

Must have an excellent work history to include dependability and

stability. Must possess and maintain a valid New Mexico operator's license.

In addition to an excellent benefit package, starting base hourly rate will be \$22.38. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad Employment application filled out completely. Resumes are not required, but may be included if desired. Applications/resumes must be received or be postmarked no later than August 3, 2018.

EOE M/F/V/D