

NIBLEY CITY RECRUITMENT



Accounts Payable Clerk

CLOSING DATE: November 21, 2016

SALARY RANGE: \$10.91-\$16.00 per hour

STATUS: Hourly/Non-exempt

SCHEDULE: This position may be filled at full or part-time, depending on the availability, skills and interest of the applicant.

BENEFITS: If the position is filled at full-time, a full benefits package is included. Benefits may include, but are not limited to: medical, dental, vision, cell phone allowance, mileage, sick leave, paid vacation, retirement, and 401(k).

JOB SUMMARY: Nibley City is accepting applications for an Accounts Payable Clerk. Responsibilities may include, but are not limited to: clerical, bookkeeping, purchasing, accounting, budgeting, other accounts payable functions of Nibley City.

MINIMUM QUALIFICATIONS: Applicants should have an Associate's degree or equivalent with specialized course work in general office practices such as typing, accounting, data processing, human resources or an equivalent combination of education and experience. A Bachelor's degree in accounting or a related field is preferred. Preference will be given to applicants with municipal experience. Successful candidate must be able to pass pre-employment background check, including a criminal background check, drug test and credit check. A valid Utah driver's license is required.

APPLICATIONS: Interested parties should email a Nibley City Employment application and résumé to David Zook, City Manager, at: david@nibleycity.com. The subject of the email should be: AP Clerk Vacancy, followed by your name. The email should also include three professional references.

The deadline for applying is Monday, November 21, 2016 at 5:00 p.m., MST.

Nibley City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call (435) 752-0431. Nibley City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.