



"One Team, One Town, One Family"

**Morenci City Offices
118 Orchard Street
Morenci, MI 49256
(517) 458-6828**

Job Description

Position: Accounts Payable Clerk / Office Assistant

Summary

This position performs accounts payable duties, in addition to being expected to perform the responsibilities and duties of office assistant.

Supervision Received

Work is performed under the general supervision of the City Administrator / Clerk; based on the work that is done in the Administrative Department.

Responsibilities and Duties

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Assist City Treasurer / Utility Clerk with daily deposit when called upon.
2. Assist Code & Zoning Administrator with rental registration and inspection records and scheduling of inspections.
3. Assume responsibility for accounts payable. Provide backup support to City Treasurer / Utility Clerk with payroll and bank reconciliations, if City Treasurer / Utility Clerk is absence and needs backup support.
4. Cash receipt dog licenses, property taxes, water bills, and other accounts receivable as seen fit. Conduct accounts receivable invoicing.
5. Compose and type correspondence, records, reports when asked.
6. Establish and maintain effective working relationships with other city team members.
7. Assist City Treasurer / Utility Clerk with quarterly utility billing functions.
8. Provide backup assistance in city offices as needed.

9. Provide front-office support. Answering telephone, fax machine and personal inquiries while presenting a caring, yet professional persona to the constituent.
10. Record and follow up on various citizen complaints.
11. Serves as a deputized Clerk with a sworn oath of office for the ability to issue absentee ballots.
12. Understand and carry out oral and written instructions.

Employment Qualifications

1. High school graduate, some college preferred.
2. Two years or more office experience also preferred.

Approved: December 17, 2018 by the Morenci City Council