



BRIGHAM CITY CORPORATION

Job Description

Title:	Accounting Clerk/Accounts Payable Intern	Code:	Intern
Division:	Finance	Effective Date:	08/2021
Department:	Administration	Last Revised:	
Wage: \$15.50 per hour		FLSA Status – Non-exempt	
OPENED: November 24, 2021		CLOSES: December 10, 2021	

GENERAL PURPOSE

Performs a variety of **clerical and routine technical** duties as needed to expedite the day-to-day processing of accounts payable.

SUPERVISION RECEIVED

Works under the close to general supervision of the City Treasurer.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs accounts payable duties including weekly check-runs. May be required to do purchasing card verification and electronic approvals and travel requests and reimbursements. Maintains electronic filing of purchase orders, invoices, and other documents.

Follows instruction and assists Accounts Payable clerk with accounting processes.

Responsible to occasionally answer phone calls, take messages, and refer calls to appropriate departments and offices.

Performs general administrative assistant duties as needed.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or equivalent with course background in accounting, bookkeeping or some other related field, plus one (1) year of specialized training provided through professional workshops, in-service or on-the-job programs;

OR

- B. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Some knowledge of bookkeeping and general accounting techniques most appropriate to computerized systems; personal-computer operations and applications including word processing and spread sheets similar to Excel, Word, etc.; laws and regulations governing accounting responsibility for accounts receivable; general office management; inter-personal communication skills.

Skill in the operation of personal computer and data entry equipment.

Ability to work quickly and accurately with numbers; perform advanced mathematical computations; operate various types of office equipment such as adding machine, etc.; work under time pressures in meeting deadlines; communicate effectively verbally and in writing; develop and maintain effectively working relationship with department directors, supervisors, co-workers and the public.

3. Special Qualifications:

Must possess a valid state of Utah driver license.
Must be able to type at the rate of 40 wpm.
Regular and reliable attendance.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

NOTE: All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

HOW TO APPLY:

Complete and submit an employment application at the following web address:

<https://brigham.seamlessdocs.com/f/6w9iwoihhu22>

BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER