



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

PART-TIME PERMANENT POSITION WORKING 20 HOURS PER WEEK.

TITLE: Accounting Technician – Accounts Payable

LOCATION: Finance

OPENING DATE: September 7, 2017

CLOSING DATE: Until Filled

JOB NUMBER: JN17-45FN

CLASS CODE: 9035

SALARY RANGE: \$14.12/hour - \$16.88/hour (DOQ) *with limited benefits package*

FLSA STATUS: Non-exempt

PRIMARY FUNCTION: This position involves the performance of bookkeeping and fiscal work for various financial and accounts management functions. Work also involves receiving, preparing and processing financial documents; performing accounts payable and/or receivables work; advanced customer service/accounts management tasks; reconciling accounting transactions; maintaining and balancing accounting ledgers; creating and maintaining accounting databases and automated files; and preparing records, reports and summaries regarding assigned fiscal operations.

QUALIFICATIONS: Requires an associate degree with major course work in Accounting, Finance, Business, or a related field; supplemented by vocational/technical training in bookkeeping or basic accounting; supplemented by one (1) year of experience and/or training involving basic accounting, bookkeeping, office administration, customer relations, personal computer operations, and specific experience in area of assignment, such as customer account maintenance, billing, accounts receivable, collections, accounts payable, or payroll; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

LICENSES: None.

NOTES: Part-time data input for accounts payable. **Excel spreadsheet experience highly preferred.** Must be able to pass a work-related physical and drug test. The work of this job is primarily sedentary. **Full job description available upon request. Call (901) 457-2296.**

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Submit an original Town of Collierville application to the following address:
Human Resources
500 Poplar View Parkway
Collierville, TN 38017

Applications are available to download at www.collierville.com under Employment Opportunities, or you may obtain one from our Human Resources Office. Applications must be submitted either by mail or in person to the above address. The Human Resources Office is open Monday – Friday, from 8 a.m. – 5 p.m. We are unable to accept faxed or emailed applications

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.