

Accounts Payable Clerk/Deputy Clerk

The City of Holly Springs is conducting a search for a candidate to fill the position of Accounts Payable Clerk/Deputy Clerk. Minimum qualifications include an Associate Degree and/or at least two years related experience. The Accounts Payable Clerk will be responsible for all accounts payable related items. Duties will include processing of Accounts Payable checks, pay vendors by monitoring invoices, handles vendor inquiries, and provides assistance to the city clerk as needed. Computer skills needed are word, excel, email and internet ability to troubleshoot system problems. Other qualifications include effective communications (oral and written) interpersonal and public relation skills.

The City of Holly Springs offers an excellent benefit/retirement package and a salary commensurate with experience and qualifications. Interested candidates who meet the basic qualifications and requirements should bring or mail a copy of a completed job application and resume to Yolanda Carter, Human Resource Human Director 160 S. Memphis St. Holly Springs, MS 38635.