

THE CITY OF TEXARKANA, ARKANSAS
is accepting applications for the following position:

Accounts Payable Technician

Full Time

SUMMARY OF ESSENTIAL DUTIES:

This is a non-exempt position that is responsible for accounts payable. This position will have the primary responsibility for accounts payable and will also be trained as the backup for accounts receivable.

POSITION SPECIFICATIONS:

- Processes accounts payables
- Maintains vendor files
- Prepares year end vendor reports to include 1099-Misc statements
- Maintains check log
- Codes utility bills
- Processes monthly refuse and police bond checks
- Maintain and track departmental phone allocations
- Reconcile balance sheet to cover checks
- Other duties as assigned

SALARY RANGE:

\$38,230-\$40,498

Applications and resumes will be accepted until position is filled at the Arkansas City Hall. Applications and resumes may also be faxed to (870)772-8182; emailed to skylar.krause@txkusa.org accessed online at <https://cityoftexarkanaar.com>. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.