

HIRING

ALL INTERESTED PARTIES PLEASE APPLY: FT, PT, AND TEMP WILL BE CONSIDERED

The Town of Empire has an immediate opening for an Accounts Clerk. Must agree to background check and drug testing.

Qualifications

- Experience in Accounting Software, Bookkeeping, and Finance skills
- Experience with QuickBooks for invoicing, accounts payable, bank reconciliation, and other financial transactions highly desired
- Intermediate skill set with Microsoft Excel, Word, and other Office software required
- Strong attention to detail and accuracy in financial record-keeping
- Excellent organizational and time management skills

Responsibilities

- Post all deposits and expenditures into QuickBooks in a timely manner
- Post and Reconcile Credit Card Account in a timely manner
- Post all Utility Billings into data base
- Deposit monetary instruments into bank account
- Maintain vendor contacts and update and database systems
- Assist the Town Administrator with Budgets, Audits, and Reports
- Complete and mail utility bills and other invoices
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Prepare delinquent notices and collections
- Prepare and file property liens and releases
- Review contracts, policies, and procedures
- Assist and support to company personnel
- Answer telephones, direct calls, and take messages.
- Communicate with residents, employees, and other individuals to answer questions, disseminate or explain information, and address complaints.

Experience:

- QuickBooks or other Bookkeeping Software: 1 year (Required)
- Microsoft Excel: 1 year (Required)
- Microsoft Word: 1 year (Required)

Compensation:

- Starting Pay Range is \$20 - \$25 per hour or negotiated based on previous experience.
- Benefits for full-time:
 - Health, Dental, and Vision Insurance
 - Vacation, Sick, Flex Time, and Holiday pay
 - Recreation Center Pass

Application online at EmpireColorado.us, or by appointment at Town Hall at 30 E Park Ave Empire by emailing clerk@empirecolorado.us or calling 303-569-2978. Accepting applications until April 15, or until the position is filled.