



# HARRISVILLE CITY

363 West Independence \$ Harrisville, Utah 84404 \$ (801) 782-4100

MAYOR:

Michelle N. Tait

COUNCIL MEMBERS:

Grover Wilhelmsen  
Steve Weiss  
Blair Christensen  
Max Jackson  
Karen Taylor-Fawcett

## **PART-TIME Account Representative**

**Job Position:** Account Representative

**Department:** Administration

**Classification:** Part-Time

**Hiring Range:** \$16.00 to \$21.00

Up to 20hrs per week, No Benefits

**Supervisor:** City Treasurer

### **GENERAL PURPOSE**

This position will be assisting the City Treasurer with accounts payable, account receivables, business licensing, and other duties as assigned by the treasurer. They will be responsible for helping organize and follow processes for all incoming invoices, entering them into the system, and process for payment; sending out invoices and follow up to those organization with balances; as well as receiving, process, and issue new business licenses and renewals.

### **Functions and Duties:**

- Maintain and process Accounts Receivables
- Maintain and process Accounts Payables
- File and manage Business License
  - New applications, records, and renewals
  - Follow up with non-compliance and late fees
- Strong organizational skills
- Other Duties as assigned

### **Education and Certifications:**

- High School graduation or GED equivalent and five years' experience performing related office, research and record keeping duties.
- At least two years of general clerical work experience.
- Must be able to pass a background check.
- Ability to communicate in writing and verbally, meet deadlines, multi-task, and stay organized.
- Knowledge of basic computer functions and proficiency in typing.
- Knowledge of Microsoft programs and computer equipment.
- Skill in maintaining records and files.
- Skills with the public both in person and over the phone.
- Ability to understand and carry out oral and written directions.

### **Working Conditions:**

While performing the duties of this job, the position is exposed to typical office setting with appropriate climate controls. May require a variety of physical activities in walking, standing, stooping, sitting, reaching, and carrying up to 20lbs. Talking, hearing, and seeing necessary in the performance of essential functions. Common eye, hand, and finger dexterity required. Mental thinking and creative problem solving. May require some local travel for training purposes.