



## Job Opening

**Job Title:** Accounts Payable Clerk  
**Pay Rate:** Grade 3-4 (\$17.90 - \$24.21/hr.)  
Full-Time Position with Benefits  
**Classification:** Accounting Clerk I / II  
**Department:** Administration, City of Craig  
**Date Posted:** August 31, 2022

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### Position Summary

The Accounts Payable Clerk performs and completes the necessary tasks for accurate accounting records in Accounts Payable and Payroll. Accounting Clerk II is the custodian of all accounts payable and their related records.

### Duties & Responsibilities (include but are not limited to)

- Prepare and process purchase orders, invoices, computer data entry, and checks.
- Complete reports including W-9, 1099, and 1096
- Payroll – process and pay payroll checks
- Complete FWT, FICA, FICA-MED, PERS retirement, BLS, health insurance, life insurance, Child Support, and Alaska Dept. of Labor Report, and 941 report
- Cash box reimbursements
- Licensing all new vehicles
- Answering telephone

### Qualifications

- Must have high school diploma and one (1) year office experience in accounts payable and/or payroll accounting
- Must be prompt and courteous to all customers, have knowledge of office machines including fax, 10-key calculator, and computers.
- Must have knowledge of Microsoft office and excel spreadsheets
- Must be detail-oriented, punctual, flexible, able to meet deadlines, and able to multitask.
- Must be able to pass drug test.

### Hours of Work

Work hours are 8:00 a.m. to 5:00 p.m. Monday through Friday

### Applications

Complete job description and application are available at City Hall, 500 Third Street, or online at [www.craigak.com](http://www.craigak.com). Please submit completed applications to [hr@craigak.com](mailto:hr@craigak.com), or drop off at City Hall. **Position open until filled.**

*The City of Craig is an Equal Opportunity Employer*

(907) 826-3275 • Fax (907)826-3278 • [www.craigak.com](http://www.craigak.com) • PO Box 725, Craig, Alaska 99921