

# NOW HIRING

## Accounts Payable Clerk

### Ray County Clerk's Office

The Ray County Clerk's Office is accepting applications for an **Accounts Payable Clerk** position. We are looking for a dependable, organized individual with strong computer and communication skills who enjoys working with the public and county employees.

### Application Information

- **Resume Acceptance Period:** October 26 – November 5
- **Starting Pay:** \$18.00 per hour
- **Work Schedule:** Monday – Friday, 8:00 a.m. – 4:00 p.m., with a one-hour unpaid lunch
- **Location:** Ray County Courthouse, 2nd Floor, Suite 23

### How to Apply:

Please email your resume to **\*\*ray@sos.mo.gov\*\*** or deliver it in person to the Ray County Clerk's Office at the address listed above during regular business hours.

### Job Duties and Responsibilities

Duties include, but are not limited to:

1. Receiving invoices from all county offices.
2. Reconciling invoices with corresponding statements.
3. Entering invoices into the county's accounting program.
4. Answering telephone calls and assisting with front-office responsibilities.
5. Cross-training to assist with other positions and duties within the County Clerk's Office.
6. Working on Election Day as required.
7. Obtaining or applying for a notary commission.
8. Communicating professionally and effectively with the public and county employees.
9. Using Microsoft Word, Excel, and other computer programs as needed.

### Benefits

Ray County offers the following benefits:

- Paid holidays
- Sick leave
- Vacation leave
- Retirement benefits
- Health insurance

**Ray County is an Equal Opportunity Employer (EEOC).**

We look forward to receiving your application!