

POSITION OPENING

**CITY OF LAFAYETTE
50 Alabama Avenue West
LaFayette, AL 36862**

ACCOUNTS RECEIVABLE CLERK

The City of LaFayette, Alabama has an opening for an Accounts Receivable Clerk. This full-time position is under the supervision of the City Clerk. The person selected will be responsible for processing accounts receivable, providing information and referrals to customers in person and via the telephone, ensuring cash transactions balance with receipts, and working in conjunction with the utility departments regarding service requests and the discontinuation of services. In addition, this person will serve as the liaison between the City of LaFayette and its business license services provider to ensure that new businesses are licensed and any business concerns are reviewed. This position interacts on a daily basis with citizens, customers, and a variety of different people conducting business with the City of LaFayette. Excellent customer service skills are a must. A full job description can be obtained at City Hall, Monday – Friday 8:00a.m. – 5:00p.m., 50 Alabama Avenue West, LaFayette, AL 36862.

A minimum of two (2) years of experience in Accounts Receivable is preferred. Rate of pay based upon experience.

Any interested applicants should send a resume to: City of LaFayette, Attn: City Clerk P.O. Box 87 LaFayette AL. 36862 or ldavidson@cityoflafayetteal.com. The person selected will need to pass a pre-employment physical, drug screen and background check, and shall have a valid driver's license. Any questions should be directed to City Clerk Louis T. Davidson, at 334-864-7181. This position is open until filled. The City of LaFayette is an Equal Opportunity Employer.