

Accounts Receivable Clerk

City of Ladue

The City of Ladue, Mo., is seeking candidates for the position of Accounts Receivable Clerk. This is a highly responsible administrative position which reports to the Director of Finance and focuses on the cash receipt, bank deposit and ledger recording for all departments and most of the accounts receivable and collection functions of the City. This position is also responsible for the business license, liquor license, and emergency alarm fees processes of the City as well as the collection and recording of all intergovernmental revenues. This position also assists in the preparation of bank reconciliations, month and year end closings, budgets, audits, and other duties as assigned.

The successful applicant will possess and demonstrate a high degree of proficiency in relevant accounting and bookkeeping functions in a personal computer and server data/software based environment along with specific experience in the above mentioned duties. Applicants will possess successful completion of college level courses in accounting, good attention to detail, accuracy in numbers and calculations, proficiency in spreadsheets and word processing, excellent oral and written communication skills, and tact and diplomacy in dealing with customers/citizens. Three or more years of successful accounting experience in a municipal government is highly preferred. Exposure to Microsoft Dynamics, Larimore, or IMDS software systems is a plus.

The City of Ladue offers an excellent benefits package and a competitive starting salary dependent on qualifications and experience. Submit cover letter, resume, and references to Mr. Michael W. Wooldridge, Assistant to the Mayor / City Clerk, City of Ladue, 9345 Clayton Road, Ladue, MO 63124. Applications may be submitted by mail or may be forwarded electronically to administration@cityofladue-mo.gov. Applications will be accepted until the position is filled.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER