

## **Accounts Payable/Payroll Clerk**

The City of Devils Lake is seeking qualified applicants for the position of Accounts Payable/Payroll Clerk. This position performs all tasks required to maintain and pay vendors and to process payroll for the city and performs a wide variety of other work for the city office daily. Applicants must possess a 2-year degree in accounting, bookkeeping or related field and two years' experience in a position equivalent to accounts payable and payroll clerk; or equivalent combination of education and experience. Salary range of \$40,872 - \$60,552, DOE. Benefits include health, dental, vision, retirement, paid sick and vacation. Complete job description and application are available at the city offices or online at <http://www.dvInd.com>. Send resume and completed job application to City of Devils Lake, Attn: City Auditor, PO Box 1048, Devils Lake, ND 58301. Resumes and applications must be received by January 4, 2022. EOE