

JUNE 2025



OPPORTUNITY

YOUR LIFE | YOUR CAREER | YOUR FUTURE

CITY OF ODESSA ACCOUNTS PAYABLE CLERK / CITY COLLECTOR

Administration Department

The City of Odessa is seeking a forward thinking person with a passion for community. Our ideal candidate would have strong customer service skills, a process improvement mind-set, and is very well organized. If you are this person... you could find your place in the City of Odessa family.

Odessa is a vibrant and growing historic community of approximately 5,600 people just east of the heart of downtown Kansas City, strategically located at the intersections of the U.S. Interstate 70 and MO State Highway 131.

What's in it for you?

The City offers a generous benefits package including paid vacation in the first year, eleven paid holidays, employer paid health, dental and vision insurance, an employee assistance program, ongoing training, and LAGERS retirement with a starting salary of \$15.25 to \$23.06 (DOQ).

WWW.CITYOFODESSAMO.COM



@odessamissouri



@cityofodessa_mo



228 S Second St. Odessa, MO. 64076



How to join our team?

Visit our website at www.cityofodessamo.com/employment. Applications may be completed online, via mail or brought to City Hall. **Your submission must include an attached resume, references and a cover letter.**

Questions should be directed to karen.findora@cityofodessamo.com.
(816) 230-5577 ext. 6



First Review of Applications

will be held on July 7th

ACCOUNTS PAYABLE CLERK / CITY COLLECTOR

City of Odessa

Responsibilities:

- Responsible for the collection of all resident/customer payments
- Processing daily deposits
- Provides customer service to residents and customers of City Hall
- Receive front-facing customer calls from the public regarding inquiries
- Managing all vendor relationships and payments
- Processing timely payments in a variety of different ways including automation and checks
- Oversee and improve internal processes related to licensing and permitting
- Perform related duties as assigned

Desired Qualifications/Skills

- Tracking expenses/budget
- Attention to detail
- Organization
- Thoroughness
- Proficiency in written and oral communication
- Data entry skills
- General math skills
- Computer and technological literacy
- Word/Excel/Adobe/Google Drive
- Customer service skills
- Administrative skills/office management
- Ability to multitask

Required Qualifications

- High school diploma, GED, or equivalent required
- Public sector experience preferred but not required
- Experience with data entry & daily deposits

Hours Required

Office hours consists of 8:00am to 5:00pm with the ability to occasionally flex to support a positive work/life relationship.

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**IF EVERYONE IS
MOVING TOGETHER,
THEN SUCCESS TAKES
CARE OF ITSELF -
HENRY FORD**

”

Call to Action

The City of Odessa is currently in a position of substantial growth, transitioning from past to future. The City is looking for someone flexible and willing to grow along with City: someone willing to contribute and seek improvements to processes and contribute to the advances and strides we are continuously making. Teamwork is critical to an organizations growth so the City is looking for a person to join our team and family that will help contribute to our mission.

City of Odessa Job Description

Job Title: City Collector / Accounts Payable
Department: City Hall
Reports To: Finance Director
FLSA Status: Regular Full-Time
Prepared by: Karen Findora, City Clerk
Prepared Date: June 26, 2025
Approved By: Shawna Davis, City Administrator
Cathy Thompson, Finance Director
Approved Date: June 26, 2025

Summary: The City Collector is responsible for depositing all money collected daily and ensuring that all individuals engaged in business requiring a license obtain the necessary licenses. The City Collector processes incoming payments, city business licenses and various permits. The City Collector also serves as the front desk assistant providing outstanding customer service.

Essential Duties and Responsibilities:

- Collect invoices and disburse to the appropriate management for approval;
- Correspond with vendors, ensuring accounts are kept up to date;
- Enter all accounts payable invoices after receiving coding and approval from appropriate managers/supervisors;
- Maintain accounts payable filing system;
- Investigate and resolve billing discrepancies or misapplied cash transactions;
- Maintain cash register drawer and prepare daily deposit;
- Posting and balancing receipting batches, balancing cash drawer and deposit on a daily basis;
- Demonstrate ability to accurately calculate, post, correct, and manage accounting figures and financial records;
- Responds quickly and accurately to customer request and provides current, comprehensive, and accurate information;
- Review, receive and process new and renewed business licenses and permit applications;
- Assist with utility deposits and set up as needed;
- Assist customers and visitors at front window;
- Answer phones and provide excellent customer service;
- Performs routine and complex clerical and administrative duties;
- Collects and processes payments from customers over the counter, through the mail, on the phone, and on line;
- Operates office machines, such as photocopiers, scanners, postage machine, voice mail system, computers and software;
- Perform other duties as assigned by Finance Director.

Supervisory Responsibilities: None

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience in accounts payable and customer service;

- Data entry and computer skills;
- Must demonstrate exceptional customer service skills;
- Must have strong Word and Excel skills;
- Must be eighteen (18) years of age or older;
- Must have strong attention to detail;
- Handle stress effectively without it interfering with performance;
- Excellent written and verbal communication skills;
- Excellent organizational and time management skills;
- Must be able to work without immediate supervision.

Education and Experience:

- High School Diploma or equivalent
- Customer service and strong computer skills are highly desired

Reasoning Ability:

- Must be able to work with all aspects of the general public
- Must give strong attention to customer service
- Accurately handle large sums of money
- Establish and maintain highly effective working relationships with other employees and the public

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must frequently stand, walk, sit, hear, see, smell and talk.
- Must have normal physical mobility and agility.
- Must occasionally lift boxes less than 20 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may be occasionally be exposed to dust, loud noises and cramped spaces.

General Comments: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related, or a logical assignment to the job. Overtime may be occasionally required, but not on a regular basis.

This job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the job and City change.