

APRIL 2022



# 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 heat 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](http://WWW.CITYOFODESSAMO.COM)



@odessamissouri



@cityofodessa\_mo



125 S Second St. Odessa, MO. 64076



### *How to join our team?*

Visit our website at [www.cityofodessamo.com/employment](http://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](mailto:karen.findora@cityofodessamo.com).



*First Review of Applications  
will be held on November 17th*

# ACCOUNTS PAYABLE CLERK / CITY COLLECTOR

City of Odessa

## *Responsibilities:*

- Responsible for the collection of all resident/customer payments
- 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

## *Hours Required*

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

“

**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.