



## City of Northport

P.O. Box 569  
3500 McFarland Blvd.  
Northport, AL 35476

### Civil Service Job Announcement

**Job Title:** Accounts Payable Clerk

**Closing Date:** Monday, October 18, 2021 @ 4:00 p.m.  
If mailed must be postmarked by Friday, October 15, 2021.

Turn in application and resume to:  
Director of Human Resources  
P.O. Box 569  
3500 McFarland Blvd.  
Northport, AL 35476

#### **Summary:**

Under general direction of the Director of Finance and guidelines set by policies, rules, and regulations, performs clerical tasks related to the efficient maintenance and processing of accounts payable transactions for the City. Performs all job duties in a professional and ethical manner.

#### **Salary:**

FLSA Status: Non-Exempt  
Pay Grade 16 - \$18.99/hourly (minimum) to \$25.20/hourly (maximum)

Applications may be obtained from the City of Northport Receptionist or by visiting the City of Northport website, [www.cityofnorthport.org](http://www.cityofnorthport.org). Please see job description for all requirements and qualifications. **No phone calls please!**

**The City of Northport is proud to be a "Drug Free Workplace"  
The City of Northport is an Equal Employment Opportunity Employer.**