



Town of Lake Placid have an open position for Accounts Payable Clerk

Town of Lake placid is seeking an Accounts Payable Clerk. The Accounts Payable Clerk must have a combination of knowledge in accounting, government accounting, payroll, and computer practices, such as spreadsheets and access. Specialized work involves processing vendor payments, purchasing procedures, fixed assets, parts inventory, and payroll functions. Rules and practices aren't limited by codes established by the Internal Revenue service and the Federal Internal Revenue Code, but also GASB, and local polices. Other duties as assigned. Resumes are welcomed, but a completed Town of Lake Placid application is required in order to be considered for the position. Applications can be downloaded from the Town website at <https://www.lakeplacidfl.net/employment> **Submit applications to Finance@mylakeplacid.org or drop off an application to the Town of Lake Placid Government Center 1069 US Highway 27 N, Lake Placid, FL 33852.**

Position is open until filled.

Position reposting. Previous applicants need not to reapply