



EMPLOYMENT OPENING

Macon Municipal Utilities
has an opening for a full-time
Accounts Payable Associate

MMU is accepting applications for an Accounts Payable Associate. This employee is responsible for administering accounts payable, final processing of payroll, maintaining vendor W-9's and other administrative functions as assigned. Communicates with the Purchasing Agent and department supervisors to ensure timely invoice processing and vendor payment. Provides support to Controller in accounting functions when needed. Expected starting pay will be between \$19.00 - \$21.00 per hour and includes a full benefits package. Potential employees must also meet residency requirements recently increased to be 15 miles from 106 W. Bourke Street as a measurement of a radius of a concentric circle, pass background check, pre-employment physical, and drug/alcohol testing. Interested applicants may obtain an employment application and job description at the business office, located at 106 W. Bourke, Macon, MO or at www.maconutilities.com. Applications will be accepted until 5:00 pm on Monday, June 1, 2026.

Macon Municipal Utilities is an equal opportunity employer and promotes a drug free environment.



POSITION OPENING
Accounts Payable Associate

DEPARTMENT:	Business Office	EXPECTED STARTING PAY:
REPORTS TO:	Controller	\$19.00 - \$21.00 per hour
PREPARED BY:	Macon Municipal Utilities	APPLICATIONS DUE:
UPDATED:	May 2026	June 1, 2026, by 5:00 pm

Summary

Responsible for administering accounts payable, final processing of payroll, maintains vendor W-9's and other administrative functions as assigned. Communicates with the Purchasing Agent and department supervisors to ensure timely invoice processing and vendor payment. Provides support to Controller in accounting functions when needed.

Essential Duties and Responsibilities

Essential duties and responsibilities include the following (other duties and responsibilities may be assigned):

- Receives, codes, and processes invoices for approval.
- Communicates with supervisors in other departments.
- Ensures payments are made in a timely and cyclical manner.
- Prints and mails checks for invoice payment.
- Reviews the vendor list and corresponding W-9's to ensure they are up to date.
- Prepares reports as needed regarding accounts payable.
- Sends payroll ACH to the bank and prepares payroll check stubs for disbursement.
- Prepares 1099's annually.
- Completes and submits MMU credit applications to vendors.
- Processes deposit refund checks.
- Processes monthly employment statistics data sheet.
- Prepare accounts payable summary sheets for Board approval.
- Works at the customer window and receives payments from customers when needed.
- Answers telephone; responds to customers' complaints; conveys messages, and routes telephone calls when needed.
- Assists Controller with periodic duties which may include but are not limited to inventory count, bank reconciliation, monthly financial reporting, and other accounting functions of the utility.

Supervisory Responsibilities

No supervisory responsibilities.

Qualification Requirements

To perform this job successfully, an individual must be able to accomplish each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required for this employment position.

Education/Experience

Associate degree with bachelor's degree preferred including courses in business and accounting and at least 3 years' experience performing equivalent combination of education and work experience.

Certification/Licensure

Missouri Driver's License
CPR/First Aid Training

Knowledge of

- Billing and collecting procedures.
- Accounts payable and accounts receivable procedures.
- Business and computer practices and procedures.
- Computer hardware and software to enter, format, and output data.
- General office procedures and equipment.

Skill in

- Using computers to record and access information.
- Data entry.
- Proficiency with word processing, database, and spreadsheet programs such as Microsoft Office
- Communicating routine information, financial information, and ideas to employees, coworkers, customers, supervisors, and other personnel in oral and written form.
- Cooperating with others and dealing with strained personal contacts.
- Human relations.

Ability to

- Read and comprehend basic work instructions written in standard business English.
- Read and comprehend written materials concerned with financial issues and topics.
- Add, subtract, multiply, and divide using whole numbers and decimals; calculate percentages.
- Gather relevant information to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists (problem-solving ability).
- Organize and plan daily work activities and standard work procedures.
- Be thorough and accurate while performing work activities (attention to detail).

- See things clearly that are within arm’s reach (near visual acuity).
- Hear.
- Smell.
- Manipulate objects using fingers and hands (finger and hand dexterity).
- Walk, stand, kneel, and stoop; move light objects (less than 50 pounds).

Work Environment

The characteristics listed herein describe the work environment the employee encounters while performing the essential functions of this employment position. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS. While performing the duties of this employment position, the employee:

- Works in an office environment.
- Is exposed to a quiet to moderately noisy environment.

Signature of Applicant/Employee Date

Jennifer McLeland, Controller Date

Dana Ulmer, General Manager Date

This application must be
in your own handwriting.

**City of Macon and
Macon Municipal Utilities
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer**

Personal Information

Name _____
Last First Middle

(City of Macon verifies employment eligibility with the Department of Homeland Security)

Phone Number _____ E-Mail Address _____

Present Address _____
Street City State Zip

How long have you lived at the above address? _____

For Reference Purposes – If you have ever
Used another name, state name and dates. _____

Employment Desired

In making this application for employment, I understand that this particular application is for the below listed position only and may be considered active for six months.

Position _____ Date you can start _____ Salary desired _____

Have you received and read the job duty description related to the position for which you are applying?

yes no

Have you ever been employed by us? yes no

If yes, when and where? _____

Are you employed now? yes no

Are you available for work... Full-time Part-time Nights Overtime Temporary

If Part-time, specify times you can work. _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?

yes no (*proof of citizenship or immigration status will be required upon employment*)

Education

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Did you receive a high school diploma? yes no --or-- GED? yes no

Name of high school _____ City & State _____

List your college, business, trade, correspondence, or other courses below:

Name of school	Major subject or course of study	List degree certificate of completion or course

List machines or equipment you can operate. _____

List any special skills and/or qualifications acquired from employment, education, or other experiences.

Have you been convicted of or pled guilty to any federal, state, or municipal criminal offense? yes no
(Include all TRAFFIC VIOLATIONS in the past five years for which you have paid fines.)
If yes, describe in full below (*will not necessarily exclude you from consideration*). _____

List any friends or relatives working for us and give their relationship to you.

What kind of work are you unwilling to perform? _____

Do you possess a valid Driver's License? yes no

Driver's License No.	State	Class	Endorsements	Expiration Date

Are you willing to undergo an Examination and Drug Screening by City Physician? yes no

Employment Experience

Start with your present or last job. Include military service assignment and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

Date Month & Year	Company Name, Address and Phone No.	Salary	Position	Reason for Leaving	Supervisor's Name
From _____ To _____					
From _____ To _____					
From _____ To _____					
From _____ To _____					

May we contact the employers listed above? ____ If not, indicate which one(s) you do not wish contacted.

References

Give names address and phone number of three persons not related to you and are not previous employers.

1. _____
2. _____
3. _____

Certificate of Applicant

I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statement of material facts shall be considered sufficient cause for dismissal.

It is my understanding that if given employment I will be on probation for a period of 6 months from the date I report for work. I hereby authorize the companies or persons named in this application to furnish any information regarding me or my employment, whether or not it is in the records, personal or otherwise, thereby releasing said companies or persons from all liability for damages whatsoever for issuing this information. Inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. Any examining doctors, hospitals (public, private, state and including the United States Veterans Administration), may give the City of Macon any information or data as the result of any examinations made.

I understand that if I am employed by the City of Macon, I will be an employee at will, my employment, regardless of the manner or duration of my compensation, will be for no definite term, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, for any reason, at the option of the City of Macon or by my own choosing. I understand that no representative of the City of Macon has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If I am employed, I agree to comply with and be bound by the safety and other rules, regulations, and practices (written or implied) of the City of Macon. I understand and agree with the City's drug and alcohol-free workplace and that my employment with the City is contingent upon drug free and alcohol-free test results.

My signature authorizes the City of Macon to review my previous employment, personal references, driving and criminal records, and/or other background data as it may relate to the position(s) for which I am applying or have been hired.

_____ Date _____ Signature of Applicant

The City of Macon is an Equal Employment Opportunity Employer. In compliance with the provisions of Title VII of the Civil Rights Act of 1964, as amended, Executive Order 11246, Executive Order 11141, Age Discrimination of Employment Act of 1967, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, and the Americans with Disabilities Act, it is the policy of the City/Utilities to promote and ensure equal employment opportunity for all persons without regard to race, creed, color, marital status, national origin, religion, sex, age, handicap, political affiliation, ancestry, or other protected class.

APPLICANT DO NOT WRITE BELOW THIS LINE

Date offered _____ Decision Date _____

Special Probation Conditions _____

Hired yes no Date reporting for work _____

Position _____ Salary _____

Physical Exam Scheduled Completed _____

Signature