

CITY OF AURORA, NEBRASKA

HELP WANTED

Receptionist/Accounts Payable Clerk

The City of Aurora is accepting applications for a full-time Receptionist/Accounts Payable Clerk.

This position provides front office customer service and administrative support while performing accounts payable duties. Responsibilities include answering phones, greeting the public, processing utility payments, receiving and distributing mail, typing, filing, maintaining records, processing invoices, preparing accounts payable for payment, reconciling vendor statements, and performing other clerical and accounting duties as assigned.

Applicants must possess a high school diploma or GED. Experience in bookkeeping, accounting, accounts payable, or general office work is preferred. Strong customer service, communication, organizational, computer, and data entry skills are required. Applicants must be able to maintain confidentiality.

A competitive salary and excellent benefits package are offered.

Applications are available at Aurora City Hall, 905 13th Street, Aurora, NE 68818, or on the City's website at <https://aurorane.gov/employment-opportunities/>

Applications must be received by 12:00 p.m., July 24, 2026

The City of Aurora is an Equal Opportunity Employer. Qualified eligible veterans and spouses will receive Veterans' Preference in accordance with Nebraska law. Applicants claiming Veterans' Preference must submit the required documentation with their application.

Barbra J. Mikkelsen

City Clerk/Treasurer