



**JOB OPENING**

<b>JOB TITLE</b>	<b>Account Clerk I (Part-Time)</b>
<b>POSTING DATE</b>	August 8, 2024
<b>CLOSING DATE</b>	<b>Open Until Filled</b>
<b>DEPARTMENT/DIVISION</b>	Finance/Accounting
<b>EMPLOYEE GROUP</b>	General
<b>EMPLOYMENT STATUS</b>	Part-Time, Regular
<b>START DATE &amp; WORK SCHEDULE</b>	<b>ASAP</b> <b>Minimum 48 Week Regular Work Schedule: Monday - Friday, 11:00 a.m. - 3:00 p.m.</b>
<b>PAY RATE</b>	\$19.13 per hour.
<b>PREVIOUS WORK EXPERIENCE</b>	One year experience as a Typist or equivalent. Relevant accounts payable experience. Experience working with the public preferred.
<b>EDUCATION:</b>	High School Diploma required. College coursework in accounting preferred.
<b>SPECIAL SKILLS &amp; TRAINING</b>	Knowledge of and proficiency in Microsoft Office applications, especially Excel and experience using computerized financial, accounting, and payable systems. Must demonstrate ability to perform job functions accurately, confidentially, and in an organized manner. Must exhibit good oral and written communication skills. Additionally, a passing score on the position testing.
<b>BASIC RESPONSIBILITIES</b>	Performs a variety of specific tasks in support of the accounts payable function and more generally for the Accounting Division of the Finance Department. Duties include but are not limited to: following accounts payable standard operating procedures, maintaining vendor information, customer service via telephone and in person, upon receiving the required passport acceptance training, handles passport applications as needed.
<b>HOW TO APPLY</b>	All candidates must complete a City of Farmington Hills employment application. Applications are located at <a href="http://www.fhgov.com">www.fhgov.com</a> or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to <a href="mailto:hr@fhgov.com">hr@fhgov.com</a> or in person to the HR Department for consideration.

**The City of Farmington Hills is an Equal Opportunity Employer.**

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.