



JOB OPENING

JOB TITLE	Account Clerk I (Part-Time)
POSTING DATE	February 28, 2025
CLOSING DATE	Open Until Filled
DEPARTMENT/DIVISION	Finance/Treasury
EMPLOYEE GROUP	General
EMPLOYMENT STATUS	Part-Time, Regular
START DATE & WORK SCHEDULE	ASAP Monday - Friday, 11:00 a.m. - 3:00 p.m., with additional hours during peak/busy times of the tax year.
PAY RATE	\$19.13 per hour.
PREVIOUS WORK EXPERIENCE	Relevant Cash Receipting and Customer Service Work Experience, including experience balancing receipt transactions using a calculator, Microsoft Word and Excel, and cash receipting software.
EDUCATION:	High School Diploma required.
SPECIAL SKILLS & TRAINING	Knowledge of and proficiency with computers and software such as Word and Excel, 10 key calculator and cash receipting software. Ability to communicate effectively with the public and other employees and exhibit good customer relations for extensive contact with the public. Ability to understand and follow oral and written instructions. Additionally, a passing score on the position testing.
BASIC RESPONSIBILITIES	Provides daily customer service in-person, by phone, or fax; receives and processes tax and non-tax payments; issues customer receipts and account statements; answers or follows up on customer questions/problems; files tax records; processes dog licenses; assists on returned checks and undeliverable mail; assists Treasury, Accounting and Assessing staff and performs a variety of departmental tasks, as assigned by supervisor/Deputy Treasurer.
HOW TO APPLY	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com 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 hr@fhgov.com or in person to the HR Department for consideration. Current employees should submit a letter of interest and resume to Human Resources.

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.