



## JOB OPENING

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| <b>JOB TITLE:</b>                      | <b>Part-Time Account Clerk I - Accounting</b>                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>POSTING DATE:</b>                   | 10/16/2025                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>CLOSING DATE:</b>                   | <b>Open until filled.</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>DEPARTMENT/DIVISION:</b>            | Finance                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>EMPLOYEE GROUP:</b>                 | Regular Part-Time                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>EMPLOYMENT STATUS:</b>              | Regular Part-Time                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>START DATE &amp; WORK SCHEDULE:</b> | <b>ASAP</b><br>Monday - Friday, 11:00 a.m. - 3:00 p.m.<br>Minimum 48 Week Regular Work Schedule.                                                                                                                                                                                                                                                                                                                                             |
| <b>PAY RATE:</b>                       | \$19.13/hr.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>PREVIOUS WORK EXPERIENCE:</b>       | One year of experience as a Typist or equivalent. Relevant accounts payable experience. Experience working with the public preferred.                                                                                                                                                                                                                                                                                                        |
| <b>EDUCATION:</b>                      | A minimum of a High School Diploma. College coursework in accounting preferred.                                                                                                                                                                                                                                                                                                                                                              |
| <b>SPECIAL SKILLS &amp; TRAINING:</b>  | Proficient in the use of 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.                                                                                                                    |
| <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 an <a href="#">online application</a> . Please create an account and apply online 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.