

Job Title: Part-Time Finance Clerk
Department: Finance Department
Location: City Hall
Reports To: Director Finance Manager
Salary Range:\$30,000 - \$32,000
Job Type: Part-Time (20-28 hours per week)
Application Deadline: January 9, 2025

Job Overview:

The City is seeking a diligent and detail-oriented Part-Time Finance Clerk to support the Finance Department with various clerical and administrative tasks. The ideal candidate will possess strong numerical skills, a high level of accuracy, and the ability to handle sensitive information confidentially.

Key Responsibilities:

Data Entry and Record Keeping:
Accurately enter financial data into spreadsheets and accounting software.
Maintain and update financial records and files.
Accounts Payable/Receivable:
Process invoices and payments.
Reconcile accounts and manage discrepancies.

Financial Reporting:

Assist in the preparation of monthly, quarterly, and annual financial reports.
Generate and distribute financial statements and reports to relevant departments.

Administrative Support:

Handle telephone and email inquiries related to financial matters.
Schedule and coordinate meetings, prepare agendas, and take minutes.

Compliance and Auditing:

Ensure compliance with municipal, state, and federal financial regulations.
Assist with internal and external audits.

Other Duties:

Perform additional duties as assigned by the Finance Manager.
Qualifications:

Education:

High school diploma or equivalent required.
Associate's degree in accounting, finance, or a related field preferred.

Experience:

Previous experience in a finance or accounting role preferred.
Familiarity with municipal finance operations is a plus.

Skills and Competencies:

Proficiency in Microsoft Office Suite (Excel, Word, Outlook).
Experience with accounting software (e.g., QuickBooks, SAP) is desirable.
Strong organizational and time management skills.
Excellent attention to detail and accuracy.
Good communication and interpersonal skills.
Ability to handle confidential information with integrity.

Working Conditions:

Work Environment:

Office environment within City Hall.

Physical Demands:

Regularly required to sit, use hands to handle documents, and operate a computer.
Occasionally required to stand, walk, and reach with hands and arms.

Schedule:

Flexible part-time schedule, typically during normal business hours.
May require occasional evening or weekend work based on departmental needs.

Application Process:

Interested candidates should submit a resume and cover letter detailing their qualifications and experience to [Insert Application Submission Information].

The City is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.