



## EMPLOYMENT OPPORTUNITY

### **Finance Clerk (Part-Time)**

**Hours: 20 to 25 hours a week, Monday through Friday**

**Starting Salary: \$20/Hour**

The part-time Finance Clerk will be responsible for providing financial, administrative and clerical services to the Finance Department. This includes processing and monitoring payments and expenditures and assisting with the preparation and monitoring of the payroll system.

Additionally, the position will process requisitions verifying the accuracy of submitted documents and maintain accounting records including entering and updating reports, journals, ledgers, and accounts and preparing payments when appropriate.

Qualifications for this position include possession of an Associate's Degree in Accounting or other relevant field and three (3) years of relevant experience in accounts payable, payroll, and data processing experience required, or any equivalent combination of education and experience.

To be considered for this position, please submit both an application form and a resume to: Jason Nahvi, HR Manager by email at [jnahvi@cityofpowell.us](mailto:jnahvi@cityofpowell.us).

A complete job description and application form are available on the City's website at [www.cityofpowell.us](http://www.cityofpowell.us).

The City of Powell is an E.O.E.