

January 12, 2018

**FLSA Status: Non-Exempt**

## **J O B P O S T I N G**

**TITLE:** ACCOUNTING CLERK  
(PART TIME)

**LOCATION:** Delhi Charter Township  
Accounting Department  
2074 Aurelius Road  
Holt, Michigan 48842

**GENERAL SUMMARY:** Under the supervision of the Director of Accounting or designee, responsible for processing the Township's bi-weekly payroll into the payroll computer system and prepares payroll checks and all payroll related reports. Reviews purchase orders for compliance with Township purchasing policies. Processes accounts payable disbursement checks and prepares related reports. Performs other accounting and clerical support tasks as necessary.

### **EMPLOYMENT QUALIFICATIONS:**

**Education:** High School graduation or equivalent. One year of college level coursework in accounting, bookkeeping, data processing, general business and/or related areas preferred.

**Experience:** Two years of prior experience in general accounting, accounts payable, payroll, or related areas including proficiency in word processing and spreadsheet programs and general office procedures.

### **AT WILL EMPLOYMENT**

**2018 SALARY RANGE:** (Pay Grade 5) \$18.38 - \$22.05

**APPROXIMATE STARTING DATE:** March 1, 2018

**HOURS TO BE WORKED:** 25 hours/week. - Monday - Friday

**APPLICATION DEADLINE:** Until Filled

**Applicants must complete a job application in person at the Delhi Township Manager's office at 2074 Aurelius Road, Holt, Michigan.**

**A complete job description is available upon request.**