

JOB OPPORTUNITIES:

Department:	Finance
Position:	Accounting Clerk
Status:	Regular Part-time
Salary Range:	\$14.93-\$22.39 per hour
Closing Date for Application:	July 17, 2009

SUMMARY OF POSITION INFORMATION & TYPICAL DUTIES

The City of Merriam is seeking a regular part-time Accounting Clerk in the Finance Department to work 20 hours per week. The position will provide accounting and clerical support work for the Finance Director, as well as the Administration Department. Process invoices for payment into the accounting system, and reviews them for accuracy and appropriateness. Prints accounts payable checks; checks reports; and distributes checks weekly. Assists City staff with questions and issues regarding accounts payable, general accounting and the accounting system. Performs routine clerical work in answering phones and receiving the public and providing customer service on a back-up basis.

MINIMUM QUALIFICATIONS

- Graduation from high school with strong accounting and business emphasis in high school courses; 2-year associate degree preferred, with course work related to accounting.
- Two (2) years prior work experience preferably in accounting work.

Qualified applicants should apply Mon.-Fri. at the Merriam City Hall, Human Resources Dept., 9000 W. 62nd Terrace, Merriam, KS, from 8:00 a.m. to 4:30 p.m., download an application from www.merriam.org, or call 322-5502 to request an application. Resumes are acceptable in addition to the application. EOE/ADA/Drug Screen.

If reasonable accommodation is necessary to apply or further information is needed contact Karen Kline ,City of Merriam, 9000 W. 62nd Ter., Merriam, Kansas, 66202, (913) 322-5502,, Monday - Friday, 8:00 am - 4:30 pm