



## **PT Account Clerk/Finance Department City of Sycamore**

The City of Sycamore is seeking a part-time account clerk for the Finance Department. This position reports directly to the Accounting Supervisor. This position is created and governed by City Code and City policies and shall comply with Federal, State and Local rules and regulations governing the position.

The position of part-time account clerk performs general accounting and clerical duties including but not limited to month and year-end closings, processing and distribution of invoices, preparation of account statements and purchase orders, payroll data-entry and other related duties, as assigned.

Minimum qualifications required:

### **Education:**

- High School graduation or equivalent is required.
- Associates degree or higher preferred.

### **Experience:**

- Two years of data entry, clerical, accounting or related work is required.

This is non-exempt, AFSCME Local 3957, part-time position that requires a 20-hour workweek. The starting hourly rate is \$17.08. Candidates must meet the 20-mile residency requirement.

Please visit our website to view the full job description at [www.cityofsycamore.com](http://www.cityofsycamore.com). All interested individuals should submit an application directly to the Human Resources Department. Position will remain open until filled. Any questions or inquiries should be directed to Human Resources Director, Maggie Peck at 815-895-0786 or [mpeck@cityofsycamore.com](mailto:mpeck@cityofsycamore.com). Job will remain open until filled.

**The City of Sycamore is an Equal Opportunity Employer**