

**City of Lauderhill
Employment Opportunity
01/23/12
Open Competitive**

**Job Title: Accounting Clerk I – Part-Time
Finance & Support Services Department**

Salary: \$12.08 Per Hour

Job Description:

Under general supervision, the purpose of the position is to provide customer and utility billing services. Employees in this classification perform entry level clerical and accounting work. Position is responsible for invoice payments, lien processing, and customer assistance. Performs related work as directed.

Note: Upon request, an official job description outlining the duties required in this position is available from the Human Resources Department.

Qualification Requirements:

High school diploma or GED; supplemented by up to one (1) year previous experience and/or training involving bookkeeping/accounting; or an equivalent combination of education, training, and experience.

Basis of Rating:

- 1) Review of application based on education, training, and experience as requested in the application.
- 2) An interview designed to evaluate each applicant's knowledge in this field of work.

**Closing Date & Time:
Open Until Filled**

Applicant must file a complete application and attach a copy of their High School Diploma/GED or relevant certifications as indicated above.
Resumes alone are not acceptable.

How to Apply:

Applications may be obtained at the City of Lauderhill, Human Resources Department, 5581 W. Oakland Park Blvd., Lauderhill, Florida 33313, from 7:30 a.m. to 5:45 p.m., Monday through Thursday or visit our web site at www.lauderhill-fl.gov.

Benefits:

No Benefits.

**Equal Opportunity Employer - M-T/D/V
Pre-Employment Drug and Alcohol Screening
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