

CITY OF BRIGHTON
FINANCE DEPARTMENT
PART-TIME TAX CLERK

Seeking qualified applicants for a part-time Finance Clerk. Duties & Responsibilities include: primary property tax collection, customer service & support clerk; general cashiering, secondary utility billing/customer service clerk; back/assist other clerical employees; provide clerical assistance & secretarial support to administrative staff.

Necessary Qualifications include: high school diploma plus post high school education in bookkeeping, word processing and secretarial science; 2-3 years work experience in a fast-paced environment including customer relations, cashiering, and word/spreadsheet processing in a Windows environment; type at 40-50 wpm & use a 10 key calculator at min. 90% accuracy.

The position will be for 25 hours a week at \$14.44 per hour and will work from 12 p.m. – 5 p.m. Interested applicants should send a resume and letter of interest to:

Part Time Finance Tax Clerk
City Clerk/Human Resources Director
City of Brighton
200 N. First St.
Brighton, MI 48116

Resumes will be accepted until position is filled. Phone inquiries for applications only.
EOE.