



# City of Mentor

8500 Civic Center Blvd. • Mentor, OH 44060-2499 • (440) 255-1100

## JOB OPPORTUNITY

DATE POSTED: February 21, 2025

### ACCOUNTING ASSISTANT Part - Time

The City of Mentor is seeking an individual to work part-time as an **Accounting Assistant** in the Finance Department and will be responsible for a broad range of accounting duties. The initial assignment is in the Payroll Processing area. Excellent customer service and computer skills are required with demonstrated proficiency in the use of Microsoft Office programs. High school graduate (or GED) supplemented by college-level course work in accounting/finance or relevant work experience is preferred. Estimated work week is 24 hours.

**The Hourly Rate of Pay** is \$22.00 depending on experience.

Please apply online at [www.workformentor.com](http://www.workformentor.com). Applications are also available in the Human Resource Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060. Application deadline: Friday, March 21, 2025. EOE/ADA

The City of Mentor is an Equal Opportunity Employer and will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status. EOE/ADA