



City of Mentor

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

JOB OPPORTUNITY

Date Posted: 07/28/2023

ACCOUNTING ASSISTANT Part-Time

The City of Mentor is seeking an individual to work as an Accounting Assistant in the Finance Department. This part-time position is responsible for a broad range of accounting duties. The initial assignment is in the A/P and Purchasing areas. 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.

Starting Hourly Rate: \$18.39

Please apply online at www.cityofmentor.com/employment. Applications are also available in the Human Resource Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060.

Application Deadline: Friday, August 11, 2023

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