



City of Mayfield Heights

INTERNAL POSTING

JOB OPPORTUNITY

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|------------------------|-------------------------------|
| Department | Finance |
| Location | Finance Department, City Hall |
| Job Title | Finance Clerk |
| Reports to | Director of Finance |
| Status | Part-time, Non-Exempt |
| Bargaining Unit | Excluded |
| Pay Range | \$23.56 - \$34.67 |

The City of Mayfield Heights is accepting resumes for the position of part-time Finance Clerk.

General Responsibilities

Under general supervision of the Director of Finance, performs accounting and administrative tasks in order to assist with the efficient operation of the Finance Department (e.g., assists with accounts payable functions and accounts receivable billing).

Qualifications

Associate's degree with a major in accounting, finance, business, or related field; plus two (2) or more years of accounting experience, preferably in a government setting. Experience with Tyler Technologies EERP (MUNIS) is a plus. Proficiency in Microsoft Office, particularly Excel, Outlook and Word; or equivalent combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

Licensure or Certifications

None.

How to Apply

Applications will be accepted through April 29, 2026. Qualified applicants only should apply at <https://cityofmayfieldheightsoh.munisselfservice.com/ess/employmentopportunities/default.aspx>

Individuals may request a reasonable accommodation if unable or limited in ability to access job openings or apply for a job on this site as a result of a disability. You can request reasonable accommodations by contacting Human Resources by phone 440-442-2626, tty, fax 440-359-6523, or by email at ra@mayfieldheightsohio.gov.

The City of Mayfield Heights is an Equal Opportunity Employer.