



The City of Wayland is currently seeking someone to fill the position of non-benefited part-time Administrative Assistant/Accounting Clerk. The typical work week will be 25 hours per week with the possibility for additional hours on an intermittent basis to cover additional staffing needs. We are seeking a self-motivated, detail oriented, well organized applicant for this position. Qualified applicants will have strong customer service skills and the ability to multi-task with frequent interruptions. Main duties of the position will include receiving and recording tax and utility payments, processing payroll, accounts payable, receiving and processing inquiries from the public, and general clerical work as assigned. High School Diploma required, and some applicable office experience preferred. Minimum starting wage is \$15.20 per hour with education and other qualifications considered in determining actual starting wage.

Please see full job description including minimum qualifications on the City of Wayland website: [www.cityofwayland.org](http://www.cityofwayland.org). Applications are available for print on the website, or for pick up at City Hall located at 103 South Main Street. Please submit application plus other application materials such as a resume and cover letter to the City Manager Joshua Eggleston at [jeggleston@cityofwayland.org](mailto:jeggleston@cityofwayland.org) or in person at City Hall. The City of Wayland is an Equal Opportunity Employer. **Position will remain open until filled with the first review of applications slated to take place September 3, 2019**