



JOB POSTING

Posting will remain open until filled

2026 Temporary (Summer) Finance Clerk

All Summer Finance Clerks will work Monday-Friday 8:00AM to 5:00PM and be paid an hourly wage of \$21.50

SUMMER OPENINGS are available at the following locations:

[Administration Building: G-4610 Beecher Rd Flint, MI 48532 – 1 Opening](#)

Successful applicants must meet the minimum qualifications below in addition to the following conditions:

Job Duties: Receives on the job training. Assists with various office administrative and finance work including data entry, filing and accounts payable processing. Working conditions will consist of normal office environment with little, if any, discomfort due to heat, dust, noise and the like. Work may involve travel to construction sites or treatment facilities throughout the County with some exposure to adverse weather, fumes, odors, dust, bodily injury, electrical hazards, confined spaces, and the like.

Minimum Qualifications:

- High school diploma or equivalent. Must be at least 18 years of age.
- Current College students enrolled in a Finance, Accounting or related major preferred
- Computer skills necessary to maintain various departmental records and enter data into accounting software.
- Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, customers, and others.

Licenses/Certificates and Special Requirements:

- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy.
- Offer of employment will be contingent on the individual's ability to successfully pass an employment physical and drug screen.

Summer temporary employees shall be retained for a maximum of eighty-nine (89) calendar days. College students preferred but not required. Hourly wage is \$21.50. A completed application (available on our website www.gcdcwws.com) with qualifications, including educational experience and work experience, should be submitted to the HR Department, G-4610 Beecher Road, Flint, MI 48532.

Division of Water & Waste Services G-4610 Beecher Rd., Flint MI 48532-2617 (810) 732-7870 www.gcdcwws.com