

**County of Hillsdale
Hillsdale County Treasurer
Stephenie Kyser**



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Suite 205
Hillsdale, MI 49242

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February 9, 2021

NOTICE OF VACANCY

Office: Hillsdale County Treasurer
Position: Assistant Head Bookkeeper
SEIU Classification: Union 05
SEIU Salary: Hire Rate \$13.41 - \$15.51 (DOQ)
Hours: Full Time

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MARIE M. KAST
COUNTY CLERK

Minimum Qualifications:

Must be a high school graduate or equivalent. A minimum of two years of experience working with the public in a business setting including processing financial transactions using a computer and calculator on a daily basis. Prior experience in processing accounts receivable, accounts payable and general ledger would be an asset. An Associate's Degree in Accounting, Business or Finance is preferred.

General Summary of Job Duties:

The person hired for this position will assist the Head Bookkeeper in processing daily and monthly accounting transactions to maintain Hillsdale County's General Ledger. This will include but not limited to processing daily transmittals from other departments, processing daily direct deposits to our bank account, reconciling bank accounts, writing and processing journal entries, calculating and processing delinquent property tax payments, balancing the drain ledger, running monthly financial reports, and assisting the Head Bookkeeper in keeping and maintaining the County Treasurer's financial records.

Please contact Stephenie Kyser, Hillsdale County Treasurer, by **4:00 p.m. on Wednesday, February 17, 2021** if you would like to apply for this position.