

## J O B P O S T I N G

**TITLE:** ACCOUNT CLERK/CASHIER  
(FULL TIME)

**LOCATION:** Delhi Charter Township  
Treasurer's Office  
2074 Aurelius Road  
Holt, Michigan 48842

**GENERAL SUMMARY:** Under the supervision of the Treasurer and Assistant Treasurer, processes incoming transactions including sewer and tax payments, both by mail and over the counter, answers the telephone and responds to inquiries relating to tax payments, sewer bills, and other related information. Balances daily receipts, prepares daily bank deposits and performs a variety of related account processing functions. Responsible for opening and closing the vault daily and maintaining a petty cash account. Assists the Assistant Treasurer and other staff with tasks associated with sewer billing, tax collection and other functions as assigned.

### **EMPLOYMENT QUALIFICATIONS:**

**Education:** High School graduation or equivalent with coursework in accounting, bookkeeping, data processing, general business and related areas or equivalent experience. Prefer some advanced coursework in accounting.

**Experience:** One or two years experience in general accounting, accounts receivable, payroll, banking, cashiering or related areas including substantial payment processing experience and knowledge of standard office computer word processing and excel programs. Experience in BS&A software programs desirable.

### **AT-WILL EMPLOYMENT**

**2017 SALARY RANGE:** (Pay Grade 4) \$16.02 - \$19.23

**APPROXIMATE STARTING DATE:** January 1, 2017

**HOURS TO BE WORKED:** 8:00 a.m. – 5:00 p.m. - Monday - Friday

**APPLICATION DEADLINE: Friday, December 2, 2016, 5:00 P.M.**

**Applicants must complete application in person at the Delhi Township Manager's office at 2074 Aurelius Road, Holt, Michigan.**

**A complete job description is available upon request.**