

The Village of Webberville

Deputy Clerk/ Deputy Treasurer Position Available

The Village of Webberville is accepting applications for the position of a 2nd Deputy Clerk/ Deputy Treasurer. This will be a full time – 40 hour per week – Monday – Friday 8 a.m. to 5 p.m. position. Primary job responsibilities could include, but are not limited to performing assigned tasks from the Clerk/Treasurer, Village President and/or Village Council: collection of taxes and utility bills, accounts payable and/or receivable, processing payroll and other human resource tasks, helping to prepare monthly, quarterly and annual reports, helping to maintain Village records. Knowledge of BS & A software applications including Payroll, Tax, Cash Receipting, Miscellaneous Receipts, General Ledger, Utility Billing, Accounts Payable and Building Department could be beneficial, but not required. Customer Service Skills are required. The successful applicant must be able to be bonded and become a Notary Public.

Starting salary is dependent on qualifications with a competitive fringe benefit package. The job application and a job description is available at: www.villageofwebberville.com.

Submit an application, cover letter, resume and 3 professional references to: Village of Webberville, 115 S. Main Street, P.O. Box 389, Webberville, MI 48892. This position will remain open until filled.