

CLASSIFIED AD

TEMPORARY TREASURERS OFFICE CLERK – City of Big Rapids. Temporary part-time position 6/1-8/25; 20-25 hours per week; pays \$10 per hour. Performs accounting, bookkeeping, and clerical tasks under the direction of the City Treasurer's Office, and related work as required. Applicants must possess a high school diploma with additional training in accounting or bookkeeping preferred. Minimum one year work experience or equivalent in accounting field; skill in efficiently entering numerical data; ability to understand and follow complex instructions, manage multiple tasks and changes in work priority. Applications will be accepted by the City of Big Rapids Human Resources, 226 N. Michigan Avenue, Big Rapids, MI 49307, until 4:00 p.m. Tuesday, May 23, 2017. The City of Big Rapids is an Equal Opportunity Employer and Provider.