

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



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Hillsdale, MI 49242

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NOTICE OF VACANCY

Office: Hillsdale County Treasurer
Position: Head Bookkeeper
SEIU Classification: Union 06
SEIU Salary: Hire Rate \$16.65-\$17.49 (DOQ)
Hours: Full Time

Minimum Qualifications:

Must be a high school graduate or equivalent. An Associate's or Bachelor's Degree in Accounting, Business or Finance is preferred. A minimum of 5 years of experience in a bookkeeping or related field is preferred. A minimum of two years of experience working with the public in a business setting including processing financial transactions and using a computer and calculator on a daily basis is required. Prior experience in processing accounts receivable, accounts payable and general ledger is also required. Knowledge of BS&A Software would be an asset.

General Summary:

The person hired for this position will process daily and monthly accounting transactions to maintain Hillsdale County's General Ledger. Duties will include but are not limited to reconciling bank accounts, writing and processing journal entries, balancing the drain ledger, running monthly financial reports, maintaining the County Treasurer's financial records, calculating and processing delinquent property tax payments, and reading legal descriptions. This person should have excellent communication skills and the ability to work with other departments and their financial inquiries. Successful candidate must pass a criminal background check.