

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



33 McCollum St.  
Suite 205  
Hillsdale, MI 49242

Phone (517) 437-4700  
Fax (517) 437-0399

---

Office: Hillsdale County Treasurer  
Position: Assistant Head Bookkeeper  
Classification: Grade 3 Step 1  
Salary: Hire Rate \$17.42  
Hours: Full Time

**Minimum Qualifications:**

Must be a high school graduate or equivalent. Associates Degree in Accounting, Business or Finance is preferred. A minimum of 2 years 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.

**General Summary of Job Duties:**

Duties will include but are not limited to:

- Processing daily and monthly accounting transactions to maintain Hillsdale County's General Ledger
- 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
- Read legal descriptions and certify deeds and land divisions
- Answer taxpayer questions
- Balancing the drain ledger and transfers between drain accounts and general fund
- Running monthly financial reports
- Balance payroll and prepare reports
- Prepare quarterly 941 federal withholding
- Prepare for annual audit
- Assisting the Head Bookkeeper in keeping and maintaining the County Treasurer's financial records
- Other duties as assigned by County Treasurer

Please send resume to Stephenie Kyser, Hillsdale County Treasurer if you would like to apply for this position.