

COUNTY OF IONIA

Full-Time Position Opening
(Pending Board of Commissioners' Approval)

Title: Bookkeeper

Pay Grade 8/ \$16.52/hour (40 hrs. weekly)

Minimum Qualifications: High school diploma or GED, supplemented by one to two years relevant work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Knowledge of BS&A software is helpful.

General Summary: Must be able to perform a variety of accounting and bookkeeping duties including processing accounts payable, maintaining general ledger, preparing monthly and quarterly financial reports for the Board of Commissioners and county departments, etc. Applicant must possess the ability to communicate effectively verbally and in writing.

Please complete an Ionia County Application for Employment and submit it, along with a cover letter and resume, to:

Ionia County
Administration/Human Resources Office
101 W. Main St. -3rd Floor
Ionia, MI 48846

Applications available online at ioniacounty.org
Applications will be accepted until April 27, 2021.

Ionia County is an equal opportunity employer.