

COUNTY OF IONIA
MSU EXTENSION OFFICE

Part Time ~ Position Opening
(Pending Board Approval)

Title: Bookkeeper

Pay Grade 7/ \$15.09/hour (14 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.

General Summary: Must be able to perform a variety of accounting and bookkeeping duties including posting to accounts, receipting money, payroll, preparing financial reports, 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/Finance/ Human Resources Office
101 W. Main St. ~3rd Floor (Old District Court Building)
Ionia, MI 48846

Applications available online at ioniacounty.org
Applications will be accepted until December 20, 2018
Ionia County is an equal opportunity employer.