

Part-Time Accountant

The City of St. Johns is now accepting applications for a part-time Accountant.

Under the supervision of the Finance Director/Treasurer, performs professional accounting duties, including preparing, analyzing, and reconciling complex transactions, statements, and reports. Work requires professional judgment and adherence to established policies, procedures, and accounting standards. This position works under limited supervision. Following are the minimum qualifications: Bachelor's degree in accounting, finance, or closely related field and three years of increasingly responsible professional-level accounting or governmental accounting experience, or an equivalent combination of education and/or experience.

This is a part-time hourly position with a starting rate of \$30.00 - \$35.00 per hour DOQ. Regular part-time employees are eligible for limited employee benefits. Work is expected to be performed in the office with the option of a flexible schedule to complete approximately 30 hours of work per week.

Interested candidates need to complete and submit a City of St. Johns application for employment as well as a comprehensive resume to the City of St. Johns, Attn: Mindy Seavey, City Clerk, P.O. Box 477, St. Johns, MI 48879, until the position is filled. Employment applications are available on the city's website: www.cityofsaintjohnsmi.com

The City of St. Johns is an equal opportunity employer that does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services.