

## **ACCOUNT CLERK/CASHIER**

The City of St. Johns is seeking an account clerk/cashier. Under the supervision of a department head thoroughly versed in city accounting procedures, performs a variety of account keeping tasks requiring independent judgment. Responsible for receiving, billing and accounting for money and providing detailed information regarding related City functions and services on request. Also is responsible for balancing of various accounts, maintaining accurate records, and compilation of data and statistics for reports. Prefer one to two years experience in an office setting, knowledge of Microsoft Office required, retail cashiering experience helpful and experience with BS&A software programs desirable. High school diploma or equivalent, minimum of one-year clerical experience accepted. Prefer an associate's degree or equivalent from two-year college or technical school. Knowledge of software applications used in accounting functions by the city. Outstanding math skills. Familiarity with accounting concepts.

Please submit employment application, cover letter, resume, and professional references to: Account Clerk/Cashier Search, Attn: City Treasurer, PO Box 477, St. Johns, MI 48879. Wage and benefits DOQ. Application due by March 6, 2026. Employment applications are available on the city's website: [www.cityofsaintjohnsmi.com](http://www.cityofsaintjohnsmi.com) The City of St. Johns is an equal opportunity employer that does not discriminate on the basis of race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.