

TEMPORARY CLERICAL/CASHIER

Employer: Charter Township of Grand Blanc

Compensation: \$15.00 Hourly

Posted Closing Date: March 3, 2017

To Apply: For a full job description and application, visit www.twp.grand-blanc.mi.us/

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to Dennis Liimatta at liimatta@twp.grand-blanc.mi.us

The Charter Township of Grand Blanc is a growing, highly sought community, with excellent municipal services in support of our resident's needs and request. Our municipality is currently looking to fill the position of a temporary Clerical/Cashier. Under supervision from the Treasurer, participates in complex account keeping activities for the Treasurer.

Duties include the ability to operate a computer, maintain ledgers, and collect tax and utility payments. Compile data, maintain various records and prepare related reports. Assist the general public over the phone and in person, answer questions and resolve conflicts related to taxes and utilities.

Qualifications include; High School diploma or GED, one year of account keeping, cashiering and/or clerical work, attention to detail.