

CITY OF ALLEGAN

MUNICIPAL ACCOUNTANT FULL TIME

Assist with multiple functions of the City Manager's and Finance Office in the City of Allegan.

Responsibilities include: Utility Billing, Election/Voting, Customer Service, Accounts Payable, Distribute Mail, Open City Hall Mail, Enter Payments, Council Interaction, Records Retention, Attend Council/Special Meetings. Administrative duties and a variety of aspects of day to day operations.

Job description is available at City Hall or online at www.cityofallegan.org. This position will be fulltime (40hrs per week). Salary is \$28,000-\$33,000 with an excellent benefit package.

Possession of or working towards an associate degree in accounting, finance, or a related field required. Previous Business, Bookkeeping, Customer service background and cash handling experience preferred.

Please send cover letter and resume to: City of Allegan, Attn: Tracy Stull, 112 Locust Street, Allegan, MI 49010, or email to tstull@cityofallegan.org by July 31, 2016. The City Of Allegan is an Equal Opportunity Provider and Employer.