



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, Customer Service, Accounts Receivable, Distribute Mail, Open City Hall Mail, Enter Payments, Records Retention. 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) with an excellent benefit package.

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

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 October 31, 2016. The City Of Allegan is an Equal Opportunity Provider and Employer.