

### **Clerk/Treasurer Position Available**

The Village of Webberville is accepting applications for the position of Clerk/Treasurer. Primary job responsibilities include: preparing annual budget, collection of taxes, managing investments, accounting of Village funds, processing payroll and other human resource tasks, preparing monthly, quarterly and annual reports, maintaining Village records and serving as Clerk to the Village Council. Knowledge of BS & A software applications including Payroll, Tax, General Ledger, Utility Billing, Accounts Payable and Building Department is required. The successful applicant must be able to be bonded and become a Notary Public.

Starting salary is dependent on qualifications with a competitive fringe benefit package. A Bachelor's Degree or equivalent experience in municipal finance is preferred. A full job description is available at: [www.villageofwebberville.com](http://www.villageofwebberville.com).

Submit an application, cover letter, resume and 3 professional references to: Webberville Village President, P.O. Box 389, Webberville, MI 48892 no later than February 7, 2014.