

VILLAGE CLERK POSITION GENERAL LAW VILLAGE

Village Clerk Position – The Village of Kent City is in the process of filling the position of Village Clerk. It is a part time position, estimated hours 24+ a week. This position also includes clerical and office management duties beyond the duties of a General Law Village Clerk. The general ledger accounting is Pro-Fund Accounting, windows 10 based. Helpful skills: computer skills that include Microsoft word and Microsoft excel, knowledge of bookkeeping, importing information on the village website, answering the phone, and use of office equipment. This description is not meant to be all inclusive, but generally describes the duties of this position. Hourly pay will be based on experience and skills.

Please send resume to: Village of Kent City

Attn: Village Clerk

P.O. Box 296

Kent City MI 49330-0296

Resumes to be reviewed on April 26, 2021

EOE