



CITY OF MUNISING IS CURRENTLY SEEKING:

Part-time Accounts Payable/Cashier/Office Clerk

Duties to include: Bookkeeping and accounting tasks associated with preparation and maintenance of Accounts Payable.
Knowledge of office procedures and practices.

Requirements: High school diploma or equivalent. Preferred two years of bookkeeping/accounting experience.
Computer knowledge, including word processing and spreadsheets.
Approximately 20 hours per week with flexible scheduling.

Applications can be found at City Hall or at cityofmunising.org/opportunities/

Send Resume with Application to: clerk@cityofmunising.org or drop off/mail to
City of Munising, 301 E. Superior St. Munising, MI 49862