

Job Opening: Part-time Accounts Payable/Cashier

The City of Munising is hiring a part-time Accounts Payable/Cashier Position. The position will remain open until filled. Applications received by June 12th, 2026, will receive first consideration.

Please contact the City Manager at (906)387-2095 with any questions.

Job Description:

Under the supervision of the City Manager, performs a wide range of clerical duties. Maintains accurate files and public records. Processes Accounts Payable according to established procedures and prepares related reports.

Typical Duties:

1. Processes Accounts Payable. Sorts and codes invoices, investigates conflicting information, and obtains appropriate invoice approvals. Prepares check run, performs data entry of invoice data, records payments, receives approval and prints and mails checks.
2. Maintains Accounts Payable records, accounts, and spreadsheets. Prepares and files 1099 forms at year end.
3. Updates and maintains vendor data. Follows up with vendors for missing information and responds to vendor questions as needed.
4. Works cooperatively with City Hall employees and other departments. Answer phones, respond to inquiries, takes complaints, routes messages, receipts payments, works the front counter, and performs other administrative tasks pertaining to serving the public.
5. Performs other duties pertaining to records management and reporting and is trained to provide back-up to other positions.
6. Performs related work as required.

General Requirements:

- High school diploma supplemented by additional vocational training in bookkeeping and records management and two years of experience in a position requiring bookkeeping skill.
- The City of Munising, at its discretion, may consider an alternative combination of formal education and work experience.
- Ability to learn the City Charter, related ordinances, and the policies, procedures, and regulations

governing municipal government.

- Knowledge of the principles, methods and techniques of bookkeeping and financial reporting.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and specialized financial and utilities software; and the ability to master new technologies.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to assess situations and solve problems, and to work effectively under stress, within deadlines and changing work priorities.
- Ability to prepare accurate records, reports, and ledgers.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee regularly works in a business office setting but is also required to attend meetings after standard business hours. The noise level in the work environment is usually quiet and sometimes moderate.