

## Village Clerk/Treasurer

The Village of Ontonagon is seeking a full-time Clerk/Treasurer. Responsibilities include record keeping, accounting and financial functions. The position provides official records and minutes for the Village Council and various commissions, boards and committees along with other administrative tasks for the Village Council.

An Associate's Degree in Accounting along with two or more years of experience in accounting/bookkeeping is preferred but not required. Must be able to work in a team setting, interact with the public, maintain attention to detail, coordinate multiple tasks, adjust to changing priorities and work within deadlines. Salary DOQ with full health insurance and retirement benefits.

Full Job Description and Application information available at [villageofontonagon.org](http://villageofontonagon.org).