

City of Hastings

Position Available: Account Clerk

This position serves the public and City staff by receiving and processing payments to the City; answering the telephone and greeting visitors to City Hall; creating miscellaneous invoices; maintaining filing systems; and providing other general office clerical support. Good computer skills, ability to communicate effectively verbally and in writing, excellent interpersonal skills, high school graduate, and some prior office experience are expected. Specific experience with accounting functions or related education is strongly preferred.

This is a part-time position working 1:00 PM to 5:00 PM weekdays with no insured fringe benefits provided. Minimum starting wage is \$11.78 per hour.

An application for employment may be obtained at City Hall, 201 E. State St., Hastings, Michigan 49058, 8:00 AM to 5:00 PM, Monday through Friday or by telephone request to Tina Maurer, Deputy Clerk, at 269.945.2468. Applications will be accepted until the position is filled. Review of applications will begin on July 1, 2015.

Thomas Emery
City Clerk/Treasurer