Employment-Now Hiring
Village of Vermontville Clerk

Candidate performs administrative work conducting daily business activities of the Village, including statutory clerk functions and serves as general accountant. Prepares budgets and implements Village policies. Keeps records of all council proceedings; handles correspondence on behalf of the Village; prepares agendas and executes assignments given by the Village council; and, has official responsibility for accounting of all receipts, disbursements and reconciliations regarding Village funds. Prepares a variety of financial records and is responsible for payroll**.**

Hours: 20-30 hours, Monday-Thursday 9-5 with a half-hour unpaid lunch.

Salary: commiserate with experience.

Interested candidates, please submit the following or your application may not be considered:

1) Completed Village of Vermontville application. Applications may be picked up at the village office or at www.vermontville-mi.gov.
2) Cover letter.
3) Resume, including three professional references.
4) Official sealed college transcript or copy of request submitted to college (if applicable).
5) Current certifications, if applicable

Please submit the above to:

president@vermontville-mi.gov **AND** clerk@vermontville-mi.gov

or

The Village of Vermontville
Box K
Vermontville, Mi 49096

Applications will be accepted until position is filled.

Any questions, concerns or clarifications, please contact the Village Office at 517-726-1429, clerk@vermontville-mi.gov.