

Columbia Charter Township is seeking a part-time flex hourly employee for an Accounting Assistant position. This position will work a maximum of 20 hours per week, with the potential for additional hours in the future. Under the supervision of the Finance Director and the Municipal Services Director, the Accounting Assistant position will assist with the day-to-day accounting and sewer activities as assigned. This position will also serve as a front-counter employee, answering phones and waiting on walk in customers. A full job description can be obtained from the Township offices. The minimum requirements of the position include an associates degree with a major in finance, accounting, business administration or other closely related field and 3 years of previous accounting experience. Municipal accounting experience is preferred but not required. Starting hourly pay for this position will be based on experience.

All interested applicants should forward a copy of their resume to Cathy Hulburt, Clerk for Columbia Charter Township. Resumes can be sent via mail to 8500 Jefferson Road, Brooklyn, MI 49230 to her attention or emailed to chulburt@twp.columbia.mi.us. All resumes and applications are due by 5:00 p.m. on Thursday, December 14, 2023.