



## **JOB POSTING: ACCOUNTANT/DEPUTY TREASURER**

The City of Jonesville is currently accepting applications for an Accountant/Deputy Treasurer. The position is under the direction of the City Manager. The individual would support the finance and treasury functions of the City, assisting the contract Finance Director with budgeting and audit and the contract Treasurer with property tax collection.

The ideal candidate would have a demonstrated record of fiscal stewardship. Municipal experience is preferred, but not required; the City will provide training to qualified individuals transitioning to the public sector.

Work takes place in a fast-paced environment and requires an individual who can multi-task and manage competing deadlines with a meticulous attention to detail. Strong analytical, computer, writing and speaking skills are required. The City seeks a candidate who will contribute to an environment of outstanding service to taxpayers, co-workers, and elected officials.

### **Salary and Benefits**

Salary range for this full-time position is \$24.62 to \$32.13 per hour, with the starting wage dependent upon qualifications. The City offers a comprehensive benefits package, including health, dental, vision and disability insurance; a defined contribution retirement program; vacation, sick, and personal leave; and twelve paid holidays.

The position offers opportunities for advancement for the right candidate.

### **Minimum Qualifications**

An associate's degree in accounting or finance is required; a bachelor's degree is preferred. A minimum of two years of experience in accounting or financial management is required. Municipal experience is preferred, but not required. Certification as a Notary Public is desired.

### **How to Apply**

The position will remain open until filled. Review of applications will begin following the close of business on Friday, March 13, 2025. Interested applicants must submit a cover letter, completed Employment Application, and resume to:

Jeff Gray, City Manager  
City of Jonesville  
265 E. Chicago Street  
Jonesville, MI 49250  
OR: [jgray@jonesvillemi.gov](mailto:jgray@jonesvillemi.gov)

The required application form, as well as a complete position description, can be found on the City of Jonesville website at [www.jonesvillemi.gov](http://www.jonesvillemi.gov). Materials may be submitted in person, by mail, or email to the above address.

The City of Jonesville is an Equal Opportunity Employer.