

EMPLOYMENT NOTICE

The City of Caro is accepting applications for the position of Deputy Clerk/Treasurer. The position requires significant experience with municipal governmental accounting plus computer knowledge. Processing timesheets, payroll and accounts payable are essential qualifications. Civic software knowledge a plus. Must be a registered voter and have considerable knowledge of conducting elections. Must be able to record and type minutes of meetings and work with property taxes. Salary DOQ plus benefits. Submit cover letter, resume and references to Sara Savage, Acting City Clerk/Treasurer, 317 S State Street, Caro, MI 48723. Subject to the Open Meetings Act, confidentiality must be requested if desired. Deadline August 14, 2019 at 4 p.m. EOE