



LEELANAU COUNTY HUMAN RESOURCES

Heather Cade, Director

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JOB POSTING

The Leelanau County Finance Department has an opening for a full-time (35 hours per week) **Account Clerk**.

This is a Teamsters 214 Union position, Grade 1 with full County benefits, including medical, dental, vision, pension plan, life insurance, and personal and vacation days. The pay range is \$19.88-\$25.18 per hour. A complete job description and link to the online application system is located on the County's website at the following link: <http://www.leelanau.gov/adminemployment.asp>. Any attachments must be in PDF format. ***Internal applicants can submit a letter of interest.***

Inquiries can be directed to:

Heather Cade, Human Resources Director
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Suttons Bay, MI 49682
hcade@leelanau.gov
231-256-8114

Employment Qualifications:

Education: Possession of an Associate's Degree or High School diploma or G.E.D., supplemented by advanced college coursework in Accounting or related field.

Experience: One year of directly related experience; three- to six-month orientation period.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

Applications will be accepted until the position is filled.

In accordance with Article 15, Job Posting, of the Teamsters, State, County and Municipal Workers Local 214 Union, prior to filling a vacancy within the bargaining unit, it shall be posted for five (5) working days. Employees interested shall apply in writing within the Employer designated posting period. The Employer reserves the right to select the person who it believes is best qualified for the position from either within or outside of the bargaining unit.

Leelanau County is an Equal Opportunity Employer