

Assistant Finance Director

City of Hillsdale, MI



With a population approximately 8500, the City functions under a Council-City Manager form of government and responsible for Police, Fire, Public Services, Recreation, Dial-a-Ride, Library and Board of Public Utilities. This individual will assist in a variety of areas and is not limited to the following summary.

Job Summary:

Assist the Finance Director in the accounting, audit and budget preparations. Also preparing financial reports for City Council, Board of Public Utilities, updating general ledger, cash reconciliation and utility customer services.

Qualifications:

Bachelor's degree in accounting or business administration is preferred but governmental fund accounting experience will be given priority. Microsoft office knowledge with familiarity of BS&A governmental software a plus.

This is a full time, 40 hours a week position with an excellent fringe benefit package. An opportunity for advancement is a future consideration. Salary is negotiable based on previous experience.

Interested applicants please provide resume to Kay Freese, Human Resource Director, City of Hillsdale, 97 N. Broad Street, Hillsdale, MI 49242 or email: kfreese@cityofhillsdale.org by September 24, 2018.