

Office Manager/Secretary to the Board

The Manistee County Road Commission (MCRC) is seeking a qualified individual to fill the position of Office Manager/Secretary to the Board. This is a full-time position and is under the general direction of the MCRC Manager and the Manistee County Board of County Road Commissioners.

This position is responsible for performing all operations of accounting, human resources (HR), accounts payable, and receivable, together with the preparation of all financial reports, annual and interim budgets, and all financial documentation for audit preparation, supervises payroll, performs Office Manager duties, and also serves as the Secretary to the Manistee County Board of County Road Commissioners.

Minimum qualifications include an Associates or Bachelor degree in Accounting/Finance/Business or have at least five (5) years of related work experience. Experience with governmental fund accounting and road commission or public works experience, and familiarity with GASB is preferred.

Salary will be commensurate with experience. We offer an excellent benefits package. Individuals may apply for this position by submitting a resume with a cover letter on or before Monday, July 30, 2018 to the attention of Mark P. Sohlden, Manager, Manistee County Road Commission, 8946 Chippewa Highway, Bear Lake, MI 49614 (between the hours of 7:00 AM and 3:30 PM Monday thru Thursday) or emailed to the Manager at manager@manisteecrc.org. Resumes will be received until the position is filled. Candidates requesting confidentiality should so indicate in their submittal.

This advertisement and the job description may be downloaded from the Home Page at www.manisteecrc.org.

No phone calls please

The Manistee County Road Commission is an Equal Opportunity Employer

Posted: July 17, 2018