



BEAR LAKE VILLAGE

Applications are being accepted for a Deputy Clerk/Treasurer.

Hours will vary – 5 to 10 hours a month

Pay - \$12.00 per hour

Duties:

- ✓ Cover office when clerk or treasurer are not available
- ✓ Open & dispense mail
- ✓ Answer phone, direct calls and take messages
- ✓ Other as directed by clerk & treasurer

Preferred skills:

- ✓ Good communication skills
- ✓ Knowledge of Word, Excel and Quick Books

Applications can be printed from the village website, picked up at the village office (Tuesday – Thursday, 1-3p) and can be left in the drop box on front door or during office hours.

www.bearlakemichigan.org

Applications will be taken until October 10, 2019