



Bear Creek Township
373 N Division Road
Petoskey, MI 49770

BEAR CREEK TOWNSHIP JOB POSTING

Role: Deputy Clerk

Employment: Part-Time

Department: Clerk's Office

Reports To: Clerk

Wage: \$20-25/hr, Commensurate with Experience

Bear Creek Township is seeking a dedicated and detail-oriented individual to join the Clerk's Office as the Deputy Clerk. Under the supervision of the Clerk, you will perform administrative duties that support the smooth and efficient operation of the Clerk's Office. This role requires a high level of organization, precision, and accuracy to ensure the safety and well-being of our community and our elections. If you are passionate about public service and skilled with accounting and administrative abilities, we encourage you to apply.

Job Duties and Responsibilities: Assist the Clerk with duties as assigned, which can include, but is not limited to those listed below:

- Maintain office hours and assist the general public with inquiries
- Maintain custody of all Township records
- Maintain general ledger
- Pay township invoices using accounts payable software
- Record and maintain Township meeting minutes for various township boards and committees
- Prepare financial statements
- Update and maintain the voter registration file
- Conduct fair and efficient elections
- Update and maintain the Township ordinance book
- Prepare materials for Township Board meetings
- Follow up with Township Board related items
- Post meeting notices, agendas, ordinances, minutes, and other public information



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- Complete HR/Payroll tasks such as maintaining personnel records, preparing and issuing W-2s/W-3, preparing and issuing 1099s, preparing and filing quarterly and annual tax returns, etc...

Qualifications:

- Associate's degree required, higher preferred.
- Must have a valid Michigan Driver's License and a reliable vehicle.
- Experience in administrative and/or accounting roles, ideally in a municipal, or related setting.
- Experience with human resources/payroll preferred.
- Experience in accounts payable preferred.
- Strong computer literacy, including proficiency in Microsoft Office Suite, efficiency in typing, and experience with database management.
- Exceptional organizational and multitasking abilities, with keen attention to detail.
- Excellent communication skills, both written and verbal.
- Resident-focused attitude with the ability to maintain professionalism in interactions with the public.
- Willingness to learn and adapt to evolving regulations, technologies, and departmental needs.

Note: Primarily daytime hours, but some regular evening hours required. Schedule may flex seasonally.

How to Apply:

If you are interested in joining our team as a Deputy Clerk, please submit your resume, cover letter, references, and any relevant degrees or certifications to clerk@bearcreektownshipmi.gov. Position is open until filled. Be sure to highlight your experience and qualifications that align with the role. We look forward to reviewing your application!