

**Administrative Assistant (Treasury/Clerk/Building)
Full or Part-Time**

Village of Oxford
Compensation: DOQ

To Apply

Send cover letter, resume and salary history to: Village of Oxford, K. Joseph Young, Village Manager, P.O. Box 94, 22 W. Burdick St., Oxford, MI 48371-0094 or email: manager@villageofoxford.org.

Description

The Administrative Assistant works under the general direction of the Village Clerk and Village Manager. Candidate should have considerable knowledge of Treasurer, Deputy Clerk and Building Planning Zoning matters including budget preparation, purchasing, grants, accounting systems (Fundbalance), billings and building permits and codes. Three or more years of progressively more responsible experience with governmental treasury, clerk and building operations.