

Opening for office help:

The Village of Tekonsha is currently seeking a qualified person to fill a \$14.00 per hour full time front office position with benefits.

Position is primarily responsible for the billing of water/sewer customers and general office duties. Position requires close attention to detail and communication skills.

- **Accounting/bookkeeping experience**
- **Proficient in the use of office equipment and software**

Send resume' to:

Village of Tekonsha

PO Box 301

Tekonsha, MI 49092

Attention: Debra Taylor

Deadline for resume' is July 30th, 2021