

JOB POSTING

CRYSTAL TOWNSHIP CLERK

The Township of Crystal in Oceana County is searching for a person to fill the vacant position of Township Clerk. Basic responsibilities include but are not limited to:

- Payroll
- Accounts Payable
- Quick Books accounting/Budget forecasting/management
- Elections Management (includes training)
- Maintain official township records and documents
- Maintain and manage the township cemetery records
- Attend and record all township board meetings minutes
- Prepares and files monthly, quarterly, and annual tax reports
- Prepares and files W-2s, 1099s, and other required forms
- Ensures records are audit-ready and assists during audits
- Runs QuickBooks reports for township board members

Work hours vary from month to month and can increase significantly during election seasons—especially in presidential election years. Township elections may be held frequently, and flexibility is essential.

Those interested should send their letter of interest/resume to:

Lee Hyslop, Supervisor
Crystal Township
1499 E. Hammett
Hart, MI 49420