

## **NILES CHARTER TOWNSHIP**

**320 Bell Road  
Niles, MI 49120**

### **ACCOUNTANT/ADMINISTRATIVE ASSISTANT**

**Department:** Niles Charter Township  
**Type of Position:** Full-Time Accountant/Administrative Assistant  
**Work Hours / Days:** 8:30 a.m. to 4:30 p.m. Monday thru Friday  
**Salary:** Commensurate with Experience, Excellent Benefit Package  
**Qualifications and Duties:** See Job Description at [www.nilestwpmi.gov](http://www.nilestwpmi.gov) or obtain a copy at Niles Charter Township Clerk's Office at 320 Bell Road, Niles, MI 49120

**Objective:** Niles Charter Township is seeking an individual to join our team as an Accountant/Administrative Assistant with our Municipality. Individual must be fluent with customer service and office working environment. See job description for details of duties.

**To Apply:** Submit employment application and resume to [teull@nilestwpmi.gov](mailto:teull@nilestwpmi.gov) or send to:  
Niles Charter Township  
Attn: Terry E Eull, Clerk  
320 Bell Road  
Niles, MI 49120

**Application Deadline:** **December 14, 2018 by 4:00 p.m.**

Niles Charter Township is an Equal Opportunity Employer.  
All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, protected veteran or disability status, marital status, or any other legally protected status.