

**FORSYTH TOWNSHIP  
IS ACCEPTING APPLICATIONS FOR  
Full Time Payroll/Billing Specialist**

Works under Township Clerk. Processes payroll, manages employee benefits, utility billing, cemetery records, election processes and customer service. Applicant should be a high school graduate or equivalent, associate degree in accounting or related field preferred, one year experience in payroll and bookkeeping, ability to type and operate office machines. Must be bondable. See a complete list of requirements and job description at [www.forsyhtownship.org](http://www.forsyhtownship.org), employment tab. Resume and application may be delivered to 44 N. Johnson Lake Rd., or mailed to Forsyth Township, PO Box 1360, Gwinn, MI 49841, or emailed to Stacy@forsyhtwpmi.org. Applications must be received in the Township Office no later than 11:30 on Friday October 11, 2024.

Forsyth Township is an Equal Opportunity Employer and Provider.