

ACCOUNTING CLERK - Great Lakes Environmental Center, Inc. (GLEC) has a full-time position for an accounting clerk. Minimum of an Associates Degree in accounting required. Candidates must be proficient in Excel®, Word®, accounts payable, and accounts receivable. Position includes other accounting functions as needed with potential for future advancement. Pay is commensurate with experience.

Please respond by email (preferred) with a letter, resume, availability, and list of accounting software previously used to K. Bell by email at [kbell@glec.com](mailto:kbell@glec.com), fax at: 231-941-2240, or mail at GLEC, 739 Hastings St., Traverse City, MI 49686. GLEC is an equal opportunity employer/affirmative action /equal opportunity employer of protected veterans/disabled veterans (or Pre-JVA veterans/disabled veterans)/VEVRRRA federal contractor/equal opportunity employer of individuals with disabilities.