

County of Houghton, Michigan
Houghton County Courthouse
401 E Houghton Ave
Houghton, MI 49931



Position: Finance Assistant

Reports to: Finance Manager

Position type: Temporary 8-month position ending in August 2026

Pay: Starting Wage of \$20.00 During Training, Increase in pay during Finance Manager absence

Hours: Monday – Friday 8am to 4:30pm.

Job Summary:

The Finance Assistant position provides operational support and coverage for the Finance Manager during an extended leave. During the initial four to five months, the Finance Assistant will receive comprehensive training in payroll, accounts payable, and other financial functions. Following this training period, the Finance Assistant is expected to perform assigned duties independently while the Finance Manager is on leave.

Essential Duties and Responsibilities

Accounts Payable (weekly):

- Process accounts payable in a timely and accurate manner
- Ensure proper documentation and approval of payments
- Complete required financial reports
- Reconcile departmental and county credit card statements

Payroll (biweekly):

- Process biweekly payroll accurately and on schedule
- Ensure proper deductions, adjustments, and compliance
- Prepare and submit required payroll reports

Additional Responsibilities:

- Produce financial and operational reports as assigned
- Maintain regular office hours and remain accessible to County employees
- Perform other related financial and administrative duties as needed

Minimum Qualifications

- Experience working in a professional office environment
- High school diploma or GED required
- Minimum of two (2) years of experience in finance, accounting, or a related business field
- Ability to work independently as well as collaboratively in a team environment
- Strong organizational, time management, and attention-to-detail skills

Please submit a resume to County Finance Manager, Alexandra Jahfetson:

Alexandra.jahfetson@houghtoncounty.gov