

# Attention

The Gaylord Golf Club is seeking an individual to perform the duties of a part time bookkeeper. Responsibilities include, but may not be limited to, payroll, accounts receivable, accounts payable, and timely wage and tax reports. Knowledge of QuickBooks and experience in accounting are preferred. Yearly salary is approximately \$5,000.

Please send your letter of interest and resume to:

GGC Board of Directors c/o HR Committee

4873 M-32 W

P.O. Box 207

Gaylord, MI 49734

(or)

Email same to [jtaude@yahoo.com](mailto:jtaude@yahoo.com)

Deadline to apply – Friday, August 17, 2018