

Accounting Specialist

5/8/2024

Employer

Charter Township of Union, Mt Pleasant, Michigan

Population

11,699

Closing Date

Applications will be accepted until position is filled

Compensation

Starting Pay \$27.8418 - \$33.4099 Hourly

Benefits

MERS 401(a) Defined Contribution Retirement Plan, MERS 457 Plan, BCBS Health Care, Dental, Life/LTD, Vision, Section 125 Flex Medical & Dependent Care Reimbursement, Paid Holidays, Paid Vacation, Sick & Personal Leave

Work Hours

Full-time: 9:00-5:00 M-F

Description

The Charter Township of Union is seeking energetic, detail oriented, qualified applicants for the full-time position of Accounting Specialist. This individual will assist the Finance Department, under the supervision of the Finance Director in reconciling general ledger accounts, processing accounts payable, accounts receivable and payroll, and will assist with benefits administration. The selected candidate will also assist with the annual external audit, budget preparation and analysis and other duties as assigned.

Requirements

The ideal candidate will have a Bachelors' degree in Accounting, Business Administration or equivalent and a minimum of 2 years accounting experience, or some combination of education and experience there of

To Apply

Submit completed application, cover letter and resume to: Sherrie Teall, Finance Director, Charter Township of Union, 2010 S. Lincoln Rd., Mount Pleasant, MI 48858, or email steall@uniontownshipmi.com

Applications and more information can be found on the Township's website:

<http://www.uniontownshipmi.com/Departments/HumanResources/EmploymentOpportunities.aspx>

**CHARTER TOWNSHIP OF UNION
JOB DESCRIPTION**

ACCOUNTING SPECIALIST

Supervised By: Finance Director

Supervises: No supervisory responsibility

Position Status: Regular, Full-Time

FLSA Status: Non-exempt

Position Summary:

Under the supervision of the Finance Director performs a variety of financial duties. Reconciles general ledger accounts, prepares general journal entries, and coordinates and processes accounts payable, accounts receivable, and payroll. Assists with employee benefits administration, the annual external audit, budget preparation and analysis and other duties as required.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs various general ledger account reconciliations to ensure accuracy, handles bank reconciliations, prepares journal entries as needed and maintains supporting documentation.
2. Reconciles tax fund for current tax collections, delinquent personal property collections, and mobile home tax collections. Creates and enters invoices for tax disbursements; assists in the collections of delinquent taxes.
3. Performs payroll fund reconciliations on a regular basis; ensures payroll system is charging benefits accurately
4. Performs accounts payable invoice processing, maintains accounts payable master vendor files including W-9 records, performs document scanning and completes annual 1099-misc process at year-end
5. Communicates with vendors regarding outstanding invoices, credits, etc. and follows-up when necessary.
6. Assists departments with any questions regarding the purchasing system. Provides training and instruction to various employees on use of purchasing and/or accounts payable system.

7. Completes accounts receivable responsibilities, assists with tax billing and other miscellaneous invoicing, compiles data for special assessments and reconciles receivables for special assessments.
8. Sets up new employees in the payroll system. Performs biweekly payroll processing, including all payments required biweekly, monthly and annually for payroll deductions and benefits.
9. Handles quarterly payroll tax reporting and prepares all state and federal reports, including, but not limited to, State of Michigan unemployment, Workers' Compensation, Federal 941, and State of Michigan withholding.
10. Prepares W-2's annually and submits W-2 files to Social Security Administration and State of Michigan. Prepares annual State of Michigan sales, use and withholding tax reports and handles annual Workers' Compensation audit.
11. Assists in the monitoring of third-party administrators and contractors for Workers' Compensation, retirement, and insurance benefits and assists with other human resources functions as needed.
12. Assists the Finance Director with preparation of pertinent records required for the annual external audit.
13. Prepares schedules, reports and graphs to assist with budget preparation.
14. Compiles financial/statistical data for use in grant proposals/requests as needed. Compiles financial data regarding project revenues/expenses for Township engineering and construction projects and other similar tasks.
15. Performs various other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in accounting, business administration or a related field.
- Two or more years of experience in general ledger accounting.
- The Township, at its discretion, may consider an alternative combination of formal education and work experience.

- Good working knowledge of governmental fund accounting preferred.
- Significant experience and capability in creating and using complex spreadsheets.
- Skill in assembling and analyzing financial data, reviewing budgets, and preparing comprehensive and accurate reports.
- Skill in responding to internal requests with a high degree of diplomacy and professionalism.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with Township employees, vendors and contractors to the Township, representatives of other governmental units, professional contacts, elected officials, other finance professionals and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, advanced spreadsheet and database use, financial software and the ability to learn new software programs applicable to the position.
- In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and courteously serve the public. Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

* * * * *

The Charter Township of Union provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.