

## UNION CHARTER TOWNSHIP JOB DESCRIPTION

### ACCOUNTING SPECIALIST

**Supervised By:** Finance Director  
**Supervises:** None

#### **Position Summary:**

Under the supervision of the Finance Director, reconciles general ledger accounts, prepares general journal entries, and coordinates and processes accounts payable, accounts receivable, and payroll; assists with benefits administration. Assists with the annual external audit, budget preparation and analysis. Performs 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. Accounts payable invoice processing, maintains accounts payable master vendor files including W-9 records, 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. Provide training and instruction to various employees on use of purchasing and/or accounts payable system.
7. 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 payroll.
  9. Performs biweekly payroll processing, including all payments required biweekly, monthly and annually for payroll deductions and benefits
  10. Quarterly payroll tax reporting, prepares all state and federal reports, including, but not limited to: State unemployment, workers compensation, Federal 941, and State of Michigan withholding.
  11. 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 report and handles annual workers comp audit.
  12. 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
  13. Assists Finance Director with preparation of pertinent records required for the annual external audit
  14. Prepares schedules, reports and graphs to assist with budget preparation.
  15. 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.
  16. 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 related field with at least (2) years of experience, or some combination thereof.
- General knowledge of governmental fund accounting preferred
- Significant experience and capability in creating and using complex Excel spreadsheets
- Skill in assembling and analyzing financial data, reviewing budgets, and preparing

comprehensive and accurate reports and ability to work in a team environment.

- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changes in work priorities.
- Skill in responding to internal requests with a high degree of diplomacy and professionalism.
- Must be organized, focused and have the ability to multi-task when necessary.
- Ability to use basic office equipment such as telephone, calculator, photocopier and computer with applicable software applications such as Microsoft office and various financial applications, knowledge of BS&A is preferred.
- 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.