

BRIGHTON CHARTER TOWNSHIP JOB DESCRIPTION

ACCOUNTANT

Supervised By:

Township Clerk

Supervises:

Employees engaged in financial accounting, if so assigned

Position Summary:

Under the supervision of the Township Clerk, maintains general accounting and subsidiary ledgers, and coordinates accounts payable and accounts receivable for accounting purposes. Prepares journal entries, performs reconciliations and ensures that all financial transactions are recorded in the proper fund and proper account in compliance with GASB and State of Michigan requirements. Assists the various departments in monitoring budget variances and performs other tasks in support of financial operations.

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. Maintains general accounting and subsidiary ledgers. Maintains accounting systems and procedures in accordance with generally accepted accounting principles.
2. Maintains a good working knowledge of the chart of accounts and assists the Clerk and Township personnel with informational requests such as historic expenditures, transactional detail and budgetary questions concerning overruns or other discrepancies.
3. Processes payroll. Ensures that timelines are met and amounts are accurate and posted. Oversees payroll tax submittal and assures that all related processes are consistent with state and federal regulations. Maintains employee accruals and assists in the various administrative aspects of personnel management and employee benefits.
4. Prepares accounts payable, ensuring timeliness and accuracy. Reviews accounts payable data to assure proper posting and assists in identifying and resolving problems pertaining to processing or payment.
5. Audits all general ledger transactions to ensure accuracy in amount, fund and account postings. Prepares and posts entries throughout the year and at year-end and performs other tasks pertaining to general ledger upkeep.
6. Performs various reconciliations including bank accounts, tax collections, and balance sheet accounts. Coordinates the fixed assets chart of accounts.

7. Assists with budget preparation and ongoing monitoring of expenditures. Prepares financial reports.
8. Prepares records and schedules for the annual audit. Works closely with the external auditors. Explains issues, responds to questions and reviews findings.
9. Compiles financial/statistical data for use in grant proposals as requested. Compiles financial data regarding project revenues/expenses for Township engineering and construction projects.
10. Assists the Clerk as directed in various recordkeeping activities, elections and other assigned tasks.
11. Attends workshops and seminars to keep abreast of changes in accounting standards, state regulations and other pertinent information.
12. Performs 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:

- A high school diploma with supplemental training in accounting or a related field and three or more years of experience in all aspects of accounting systems and practices. An Associate's Degree with a concentration in accounting is desirable.
- Knowledge of governmental fund accounting.
- Knowledge of the principals, practices and legal regulations of municipal finance, and regulatory requirements as pertaining to municipal accounting.
- Knowledge of the methods and techniques of internal controls and financial reporting.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in assembling and analyzing financial data, developing budgets, and preparing comprehensive and accurate reports.
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changes in work priorities.

- Ability to use basic office equipment such as telephone, calculator, photocopier, fax and computer with applicable software applications such as word processing, spreadsheet, database and various financial applications, as well as email/internet/world wide web.
- Significant experience and capability in the use of spreadsheet-based software.

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.