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Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

TO: Board of Trustees
FROM: Thelma Kubitskey, Director of Accounting
DATE: November 1, 2022
SUBJECT: Upgrade Accounting/Benefit Specialist

Please find attached proposed modification to the Accounting/Benefits Specialist job description.

Over the last couple of years, the Accounting/Benefit Specialist position has taken on additional responsibilities, including a supervisory role within the accounting department. In January the purchasing process was moved to the accounting department which increased these responsibilities. Because of these additional duties, and the leadership role, a new job description was created. The new description includes these new tasks, as well as changing the title to Accounting/Benefits Coordinator. A grade change is also recommended from a grade 5 to a grade 7.

Michelle Delancey has held this role for almost two years, she has taken on these new responsibilities with professionalism, efficiency, and enthusiasm. Even though Michelle has been with the Township for only two years, she has eight additional years of governmental accounting experience in finance and treasury. Michelle has shown her abilities to work without direct supervision, and is able to problem solve when needed.

Michelle is playing an important role within the accounting department. I am recommending that this new job description be approved along with moving Michelle to a grade 7, step 5 effective July 1, 2022.

Hamburg Township Job Description

JOB TITLE: ~~ACCOUNTING/ and BENEFITS SPECIALIST~~ COORDINATOR
(Full-time, Hourly, Non-exempt) Grade 7

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REPORTS TO: Director of Accounting

JOB SUMMARY:

Performs a variety of accounting tasks including reconciling cash accounts, processing payroll, preparing financial reports, and ~~assisting with preparing for the annual audit.~~ Human Resource responsibilities include interfacing with benefit providers and employees, ~~and processing administrative changes for employee benefit accounts.~~ Supervisor of the Account Specialist. ~~Backup for accounts payable, utility billing, special assessment accounts.~~

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PRIMARY DUTIES & RESPONSIBILITIES:

1. Reconciles all Township bank and general ledger cash accounts in a timely manner ~~and~~ conducts research necessary to resolve discrepancies.
2. Processes the Township's bi-weekly payroll. Duties include, but are not limited to, reviewing timesheets for accuracy/completeness, submitting payroll information to outside payroll service provider, reviewing payroll reports, preparing/posting payroll journal entries, submits deferred compensation information to the retirement administrator, and other related tasks.
3. ~~Assists the Accounting Director with yearly budget preparations, and review of~~ Prepares various monthly, quarterly, and annual financial reports as assigned.
4. ~~Assists the Accounting Director with the recording of the Fixed Assets.~~
5. ~~Assists Works with the Accounting Director on the~~ with preparation for the annual audit. Duties include preparation of schedules, journal entries, research, ~~and preparation of work papers etc~~
6. Journalizes and posts cash receipts and utility bill payments and verifies that the Daily Cash Reports balance with the general ledger.
7. Reconciles Portage bank accounts, maintains Portage accounting records, prepares reports necessary for the Portage audit, and creates and posts necessary general ledger journal entries.
8. Administers employee benefits including health, dental, vision, life, accident, and disability insurances, health reimbursement account; defined contribution and defined benefit pensions, and employee leave time.
9. Processes Unemployment Insurance Agency, Friend of the Court, disability and workers compensation claims.
10. Reporting, researching and implementation of the Affordable Cares Act requirements.
11. ~~Tracks Monitors~~ hours worked ~~and prepares annual reports for to meet~~ MIOSHA requirements ~~and prepares annual required reports.~~ reports injuries to OSHA.
12. Responds to external employee verification requests.
13. ~~Maintain communication, resolve account issues, submit documentation, and schedule appointments with the Townships medical provider (Springfield Urgent Care).~~
14. ~~Complete external payroll and Human Resources Freedom of Information Act and census requests.~~
15. ~~Maintain the required record retention for Human Resources, Accounting, and payroll documentation.~~

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16. Receive, review and submit employee benefit invoices to Accounts Payable.
17. Complete the annual estimate and annual audit for the Township's workers compensation provider.
18. Complete the State of Michigan Occupational Employment and Wage Statistics report.
19. Complete and submit the Patient-Centered Outcomes Research Institute Fee (PCORI) documentation to the IRS.
20. Complete and submit the annual Unemployment Insurance Agency reimbursement form.
21. Complete the annual renewal of the accident insurance policy provided by Provident.
22. Complete the reporting of taxable sick pay for accurate Township tax liability reporting.
23. Complete the filing or notification of Medicare Part D, W-2's and MERS HCSP documents.
24. Updates department procedures and the Personnel Policies and Procedures Manual – Employee Handbook as necessary.

OTHER DUTIES & RESPONSIBILITIES:

1. Processes Oversees the accounts payable process. Duties include, but are not limited to, data entry of information, assuring inclusion of necessary documentation, preparing vendor payments, posting information reviewing all postings to the general ledger, and the accounts payable aging (bills list) for presentation to the Township Board. Prints checks after Board approval, and ensures compliance with the Township purchasing policy.
2. Supports the Accounting Director with the review. Assumes responsibility for the processing of quarterly customer sewer bills and other monthly accounts receivables that may occur. Duties include, but are not limited to, generating and mailing bills, recording payments received, calculating applicable delinquent account penalties, reconciling related accounts, and maintaining related records and files. Duties include, but are not limited to, monthly balancing to general ledgers and any other necessary reviews.
3. Supports the Accounting Director with balancing of the Maintains the Township's special assessment customer accounts. Duties include, but are not limited to, verifying creating new districts, calculating assessment fees, generating tax levies/bills, recording payments received, reconciling related accounts, calculating customer payoffs, and maintaining related documentation.
4. Provides information and assistance to customers with utility billing and special assessment questions/issues, and directs customers to the appropriate staff member as needed.
5. Assists in conducting research necessary to resolve billing discrepancies and delinquent account issues.
6. Performs other duties as assigned.

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JOB QUALIFICATIONS:

1. Bachelor's degree preferred in accounting with a minimum of two years of experience (see #2), or an Associate's degree in accounting with a minimum of two years of experience (see #2) or high school diploma with a minimum of four to six years of experience (see #2).
2. Related accounting experience including accounts payable and accounts receivable responsibilities, payroll processing responsibilities, cash reconciliation, updating general ledger, benefits administration. Governmental accounting experience is preferred.

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3. Ability to act with integrity, professionalism and confidentiality.
4. A knowledge in Human Resources, employee benefits and employment related laws and regulations.
5. Extensive knowledge of the payroll functions including preparation, balancing, internal control and payroll taxes. Proficient with BS&A payroll software and Microsoft office.
6. Interpersonal skills necessary to communicate effectively with all levels of Township staff, outside service providers, and others in the exchange of information.
7. Analytical ability and mathematical aptitude necessary to perform accounting functions of moderate difficulty and conduct research necessary to resolve accounting discrepancies.
8. Computer skills necessary to maintain accounting records and generate related reports and schedules.
9. Physical ability to occasionally sit in one position for extended periods when working on the computer. The incumbent is also required to search and transport boxes of financial records weighing up to 40 pounds.
10. Mental ability to handle pressures related to meeting deadlines and working on tasks requiring accuracy and attention to detail.
11. 10-Key proficiency desirable.

WORKING CONDITIONS:

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have reviewed this job description and find it to be an accurate summary of the position.

Employee

Date

Approved by the Township Board of Trustees: (date)