Hamburg Township
Job Description

JOB TITLE: STAFF ACCOUNTANT
(Full-Time, Hourly, Non-Exempt) Grade 7

REPORTS TO: Township Clerk & Lead Accountant

JOB SUMMARY: The Staff Accountant performs essential day-to-day financial tasks, primarily focusing on processing bank reconciliations and supporting general ledger maintenance. This position provides direct support to the Lead Accountant with various departmental accounting functions and will be cross trained in payroll and benefits administration as well as accounts payable and utility billing.

ESSENTIAL DUTIES & RESPONSIBILTIES:

- **Cash Management & General Ledger:** Reconcile all Hamburg Township and Portage Base Lakes Sewer Authority bank and general ledger cash accounts in a timely manner, journalize and post cash receipts and utility bill payments, verify daily cash reports, and conduct research to resolve discrepancies.
- **Audit & Financial Preparation:** Work closely with the Lead Accountant on annual audit preparation, including creating schedules, journal entries, and work papers for both Hamburg Township and Portage Base Lakes Sewer Authority.
- **Payroll Processing:** Serves as the back-up to the Lead Accountant for processing bi-weekly payroll, including reviewing reports for accuracy and completeness, and completing all related withholdings.
- **Compliance and Records Management:** Fulfill all relevant Freedom of Information Act (FOIA) requests accurately and manage organizational record retention policies and schedules. Fulfill census surveys as requested and maintain
- **Accounts Receivable & Utility Billing:** Oversee cash receipts, utility bill postings, quarterly sewer bill reviews, monthly accounts receivable balancing, special assessment management, and customer service inquiries.
- **Accounts Payable Oversight:** Manage the accounts payable process to ensure proper documentation, general ledger postings, board presentation preparation, and adherence to the Township purchasing policy.
- **Additional Support:** Assist the Lead Accountant with billing discrepancies, delinquent accounts, customer assistance, and perform other duties as assigned.
- **Customer Support:** Provide information and assistance to customers regarding utility billing and special assessment questions or concerns, directing customers to the appropriate staff member as needed. Assist in conducting research necessary to resolve billing discrepancies and delinquent account issues.

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- **General Ledger & Reconciliation:** Prepares and posts monthly general ledger journal entries, reconciles subsidiary ledgers, and research/resolves financial discrepancies for both the Township and PBLSA.
- **Workers' Compensation & Annual Renewals:** Complete annual estimates, audits, and renewals for the Township's workers' compensation provider and Provident accident insurance policy.
- **Safety & Occupational Health:** Monitor hours worked to prepare annual MIOSHA reports, report injuries to OSHA, and manage medical provider communications and scheduling with Springfield Urgent Care.
- **General Ledger & Reconciliation:** Assist with preparing and posting monthly general ledger journal entries, reconcile subsidiary ledgers, and research/resolve financial discrepancies for both the Township and PBLSA.
- **Professional Development:** Maintains a current, working knowledge of Generally Accepted Accounting Principles (GAAP).
- **Perform other duties as assigned**

JOB QUALIFICATIONS:

- **Education & Experience:** bachelor's or associate degree in Accounting, Business Administration, or a related field, combined with a minimum of 2 years of accounting and BS&A software experience (governmental accounting and municipal software experience strongly preferred).
- **Core Accounting & Payroll Expertise:** Comprehensive background in accounts payable/receivable, payroll processing and taxes, cash reconciliation, general ledger maintenance, and financial research.
- **Human Resources & Compliance:** Working knowledge of employment-related laws, HR functions, benefit administration, and strict adherence to professional confidentiality and integrity.
- **Communication & Collaboration:** Strong interpersonal skills to communicate effectively with Township staff, elected officials, outside service providers, and auditors.
- **Analytical & Technical Skills:** High mathematical aptitude and analytical ability to resolve financial discrepancies, meet strict deadlines with high accuracy, and utilize Microsoft Office and 10-key calculators.
- **Physical & Mental Demands:** Ability to maintain focus under deadline pressures and safely lift, search, and transport financial records weighing up to 40 pounds.

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