Hamburg Township
Job Description

JOB TITLE: LEAD ACCOUNTANT
(Full-Time, Hourly, Non-Exempt) Grade 9

REPORTS TO: Township Clerk

JOB SUMMARY: The Lead Accountant is responsible for the processing of payroll and coordination of employee benefits. The lead accountant is also responsible for managing financial reporting, cash management, general ledger maintenance, audit preparation, and budget preparation and monitoring. This position is to assist with day-to-day accounting functions including cash account reconciliation, payroll processing, accounts payable, utility billing, and special assessments.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- **Payroll Administration:** Process bi-weekly payroll accurately and efficiently, ensuring compliance with internal policies, labor laws, and tax regulations.
- **Employee Benefits Management:** Administer comprehensive employee benefit programs—including health, dental, vision, life, accident, and disability insurances, health reimbursement/savings accounts, defined contribution/benefit pensions, and employee leave time. Oversee Affordable Care Act and maintaining hours. Responsible for distributing Medicare Part D to qualified employees. Serves as the primary point of contact for providers, enrollment, and employee inquiries.
- **Regulatory Compliance & Reporting:** Completes all monthly, quarterly, and annual federal and state reporting—including payroll taxes, FICA remits, ACA compliance, third-party sick pay, and State Right-of-Way filings—while ensuring complete regulatory accuracy for filings such as Federal Forms 941 and 720 (PCORI), W-2s, F65, and State Form 5080.
- **Audit Management:** Coordinate and collaborate with the external auditors to ensure seamless preparation, execution, and completion of annual audits for Hamburg Township and Portage Base Lakes Sewer Authority. Including but not limited to, drafting schedules, assigning tasks, preparing confirmations and journal entries, reviewing financial statements, and compiling the Management's Discussion and Analysis (MD&A).
- **Budget Planning & Financial Forecasting:** Partners with department heads and elected officials to drive the annual budget process, manage six-year capital budgets, calculate sewer rates, develop five-year financial forecasts, and oversee ongoing budget maintenance, personnel cost projections, and expenditure tracking.
- **Cash Management:** Prepares monthly cash flow forecasts and a two-year debt payment schedule to ensure adequate liquidity, timely debt servicing, and appropriate fund transfers. Additionally, serves as the backup to the staff accountant for reconciling all Township and Portage 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.

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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.

ADDITIONAL RESPONSIBILITIES:

- **Policy & Procedure Updates:** Update departmental procedures and internal controls and revise the Employee Handbook as directed.
- **Professional Development:** Maintains a current, working knowledge of Generally Accepted Accounting Principles (GAAP).
- **Cross-Departmental Collaboration & Support:** Acts as a financial resource for elected officials, board members, and staff. Assists the Treasury department with proper cash receipt coding and general ledger accuracy. Attend meetings as directed.
- **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 4 years of progressive accounting, payroll, and benefits administration, 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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