Hamburg Township
a great place to grow

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TO: Board of Trustees

FROM: Michael Dolan, Township Clerk

DATE: October 2, 2026

AGENDA ITEM TOPIC: Accounting Department Re-Alignment – Job Descriptions and Grade Changes and Hiring

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Requested Action

- Adoption of the Lead Accountant job description at Grade 9
- Promotion of Jessica Kraft to the position of Lead Account effective _____
- Adoption of the Staff Accountant job description at Grade 7
- Appointment Marie McIntrye to the position of Staff Accountant effective November 16, 2026 at grade 7 Step 1.

Background

This memorandum is a follow-up to my May 12, 2026 memorandum regarding the proposed re-alignment of the Hamburg Township Accounting Department.

As part of that re-alignment, the Accounting Department structure and distribution of responsibilities have been further evaluated. The attached proposed job descriptions establish the responsibilities and reporting relationships for the two accounting positions and provide a clearer distinction between the lead-level responsibilities and the day-to-day accounting functions.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☒ No ☐

Are funds budgeted? Yes ☒ No ☐

Fiscal year affected: 2026/2027

Is a budget amendment required? Yes ☐ No ☒

General Ledger numbers affected: _____