

**TO:** Board of Trustees

**FROM:** Michelle DeLancey, Director of Accounting & HR

**DATE:** May 29, 2024

**AGENDA ITEM TOPIC:** Accounting & Benefits Coordinator job description update

Number of Supporting Documents: **01**

---

**Requested Action**

- Motion to approve the Accounting & Benefits Coordinator job description as presented.

**Background**

- Attached is the proposed Accounting & Benefits Coordinator job description that was presented at Strategic Planning.

# Hamburg Township

## Job Description

**JOB TITLE: ACCOUNTING and BENEFITS COORDINATOR**

(Full-time, Hourly, Non-exempt) Grade 7

**REPORTS TO:** Director of Accounting

### **JOB SUMMARY:**

Performs a variety of accounting tasks including reconciling cash accounts, processing payroll, preparing financial reports, and preparing for the annual audit. Human Resource responsibilities include interfacing with benefit providers and employees, and processing administrative changes for employee benefit accounts.

### **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 for accuracy/completeness, ~~preparing/posting payroll journal entries,~~ completes withholding filing requirements and other related tasks.
3. ~~Assists the Accounting Director with yearly budget preparations and review of monthly, quarterly, and annual financial reports.~~
4. ~~Assists the Accounting Director with the recording of the Fixed Assets.~~
5. Works with the Accounting Director on the preparation for the annual audit. Duties include preparation of schedules, journal entries, research, 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. Process Unemployment Insurance Agency, Friend of the Court, disability and workers compensation claims.
10. Reporting, researching and implementation of the Affordable Cares Act requirements.
11. Monitors hours worked and prepares annual reports to meet MIOSHA requirements, and 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.
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. Oversees the accounts payable process. Duties include, but are not limited to, assuring inclusion of necessary documentation, reviewing all postings to the general ledger and the accounts payable aging (bills list) for presentation to the Township Board, and ensures compliance with the Township purchasing policy.
2. Supports the Accounting Director with the review process of quarterly sewer bills and other monthly accounts receivables. 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 special assessment accounts. Duties include, but are not limited to, verifying 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.

### ***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 four 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.
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