

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & HR

DATE: May 20, 2025

AGENDA ITEM TOPIC: Accounting Specialist Wage Increase

Number of Supporting Documents: **02**

Requested Action

Motion to move the Accounting Specialist position from grade 5 to grade 6 on the Hamburg Township Salary Step Progression Plan, effective July 1, 2025. Additionally, to place Marcy Miller at grade 6 step 2 effective July 1, 2025.

Background

In addition to the duties listed on the Accounting Specialist job description Mrs. Miller has taken on additional tasks over the last two years, including 1) ordering supplies, materials, and equipment for township departments. She also received training on our BS&A Purchasing Order module and solely oversees the module 2) maintains the township office supply inventory 3) implements and monitors township purchasing accounts 4) receives, reviews, and submits employee benefit invoices.

Prior to 2022 items 1-3 were handled by a position that is placed in grade 8. From approximately February 2022 to April 2023 items 1-3 were handled by a position that is placed in grade 7, and no change was made to the job description or compensation for said position. Upon hire in March of 2023 Mrs. Miller assumed the responsibilities listed above and no change was made to the Accounting Specialist job description or compensation at that time.

I am proposing a change to the Accounting Specialist job description as attached. Subsequently, moving Mrs. Miller from grade 5 step 3 to grade 6 step 2, effective July 1, 2025. Excluding the anticipated 4.5% ECI and 2.5% step increase Mrs. Miller is subject to receive on July 1, 2025 the additional increase is approximately 4.8%.

This request was presented for Board consideration at Strategic Planning on April 15, 2025.

Hamburg Township

Job Description

JOB TITLE: **ACCOUNTING SPECIALIST**
(Full-time, Hourly, Non-exempt) **Grade 5-6**

REPORTS TO: Director of Accounting

JOB SUMMARY:

Performs a variety of accounting tasks for Township and Portage Base Lakes Sewer Authority (PBLSA) including, preparing financial reports, the processing of accounts receivable, accounts payable, utility billing and special assessment district billing, and assisting with preparation for the annual audit. Backup for payroll processing.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Processes accounts payable for Township and PBLSA. Duties include, but are not limited to, data entry of information, assuring inclusion of necessary documentation, preparing vendor payments, posting information to the general ledger, and AP aging (bills list) for presentation to the Township **and PBLSA** board. Prints checks after Board approval of bills list. Ensures compliance with township purchasing policy. Process and reconcile annual federal 1099 forms.
2. Assumes responsibility for the processing of quarterly customer sewer bills and other monthly A/R that may occur for both Township and PBLSA. Duties include, but are not limited to, generating **and mailing the** bills, calculating applicable delinquent account penalties, reconciling related accounts, and maintaining related records and files.
3. Maintains the Township's special assessment customer accounts. Duties include creating new districts, calculating assessment fees, generating tax levies/bills, recording payments received, reconciling related accounts, calculating customer payoffs, and maintaining related documentation.
4. **Orders supplies/materials/equipment for Township departments, processes related invoices. Duties include training, use and oversight of the BS&A Purchase Order and Accounts Payable programs. Establishes and updates the Purchasing policy with the Director of Accounting. Secures vendor W-9 and proof of insurance, if applicable, for new vendors added to approved purchasing list.**
5. **Maintains the township office supply inventory.**
6. **Implement and monitor Township purchasing accounts.**
7. **Receive, review, and submit employee benefit invoices.**
8. Provides information and assistance to customers with utility billing questions/issues; directs customers to the appropriate staff member as needed, assists accountant with various tasks.
9. Assists in conducting research necessary to resolve billing discrepancies and delinquent account issues.
10. Assists with preparation for the annual audits for **the** Township and PBLSA. Duties include preparation of various schedules and work papers, **and** research.
11. Ensures compliance with accounting records retention requirements.
12. Updates department procedures as necessary.

OTHER DUTIES & RESPONSIBILITIES:

1. Reconciles assigned accounts; conducts research necessary to resolve discrepancies.
2. ~~Before payroll is sent to outside payroll service provider, hours are checked from the report to make sure they match the time sheets and all changes have been made.~~ Checks deferred benefit schedules and invoices to ensure accurate contributions.
3. Prepares various monthly, quarterly, and annual financial reports as assigned.
4. Performs other duties as assigned.
5. Scan A/P documents.
6. Process Township bi-weekly payroll ~~in the absence of the Accounting & Benefits Coordinator.~~ Duties include, but are not limited to, ~~reviewing timesheets for accuracy/completeness, submitting payroll information to outside payroll service provider,~~ reviewing payroll reports, ~~preparing payroll journal entries,~~ submitting deferred compensation information to retirement administrator, and other related tasks.

JOB QUALIFICATIONS:

1. Associates degree in accounting with a minimum of two years of experience (see #2) or high school diploma with 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. Governmental accounting experience is preferred.
3. Interpersonal skills necessary to communicate effectively with all levels of Township staff, outside service providers, and others in the exchange of information.
4. Analytical ability and mathematical aptitude necessary to perform accounting functions of moderate difficulty and conduct research necessary to resolve accounting discrepancies.
5. Computer skills necessary to maintain accounting records and generate related reports and schedules.
6. 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.
7. Mental ability to handle pressures related to meeting deadlines and working on tasks requiring accuracy and attention to detail.
8. 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

HAMBURG TOWNSHIP
SALARY STEP PROGRESSION PLAN
10 STEPS, 2.5% STEPS DIFFERENTIALS, 24.9% RAND WIDTHS, 10% GRADE DIFFERENTIALS
Scale as of July 1, 2024: ECI is 5%
Board approved June 18, 2024

GRADE	POSITION	HOURLY AND SALARY RANGES									
		Steps 1	Steps 2	Steps 3	Steps 4	Steps 5	Steps 6	Steps 7	Steps 8	Steps 9	Steps 10
1	Grounds Maintenance I										
	Police Cadet**	36,371.33	37,280.61	38,212.63	39,167.94	40,147.14	41,150.82	42,179.59	43,234.08	44,314.93	45,422.80
	Senior Center Program Assistant	17.49	17.92	18.37	18.83	19.30	19.78	20.28	20.79	21.31	21.84
2	Custodian										
	Park Ranger***										
	Receptionist/Elections Assistant	40,008.58	41,008.80	42,034.01	43,084.87	44,161.99	45,266.04	46,397.69	47,557.63	48,746.57	49,965.23
	Treasurer's Assistant	19.23	19.72	20.21	20.71	21.23	21.76	22.31	22.86	23.44	24.02
3	Code Enforcement										
	Ground Maintenance 2	44,009.21	45,109.44	46,237.17	47,393.10	48,577.93	49,792.38	51,037.19	52,313.12	53,620.94	54,961.47
	Videographer	21.16	21.69	22.23	22.79	23.35	23.94	24.54	25.15	25.78	26.42
4	Administrative Assistant - Fire										
	Administrative Assistant - Police										
	Building & Grounds Supervisor										
	Clerk/Elections Assistant										
	Senior Treasurer's Assistant										
	Planning and Zoning Coordinator	48,410.70	49,620.97	50,861.49	52,133.03	53,436.36	54,772.27	56,141.57	57,545.11	58,983.74	60,458.33
	Treasurer's Clerk	23.27	23.86	24.45	25.06	25.69	26.33	26.99	27.67	28.36	29.07
5	Accounting Specialist										
	Elections Clerk/ Coordinator										
	Assistant to the Deputy Treasurer										
	Administrative Assistant Superviosr - Police										
	Parks & Recreation Coordinator/Grant Coord.	53,251.65	54,582.94	55,947.52	57,346.21	58,779.86	60,249.36	61,755.59	63,299.48	64,881.97	66,504.02
	DPW Technician	25.60	26.24	26.90	27.57	28.26	28.97	29.69	30.43	31.19	31.97
6	Senior Center Program Director	58,576.36	60,040.77	61,541.79	63,080.33	64,657.34	66,273.78	67,930.62	69,628.89	71,369.61	73,153.85
	Fire Lieutenant****	28.16	28.87	29.59	30.33	31.09	31.86	32.66	33.48	34.31	35.17
7	Deputy Clerk										
	Deputy Treasurer										
	IT Coordinator										
	Fire Captain										
	Information Assistant	64,433.66	66,044.50	67,695.61	69,388.00	71,122.70	72,900.77	74,723.29	76,591.37	78,506.16	80,468.81
	Accounting/Benefits Coordinator	30.98	31.75	32.55	33.36	34.19	35.05	35.92	36.82	37.74	38.69
8	Fire Marshall										
	Utilities & Special Projects Coordinator	70,876.91	72,648.83	74,465.05	76,326.68	78,234.85	80,190.72	82,195.49	84,250.37	86,356.63	88,515.55
	Plant Operator B	34.08	34.93	35.80	36.70	37.61	38.55	39.52	40.50	41.52	42.56
9	Deputy Fire Chief	77,965.18	79,914.31	81,912.16	83,959.97	86,058.97	88,210.44	90,415.70	92,676.10	94,993.00	97,367.82
	Plant Operator A	37.48	38.42	39.38	40.37	41.37	42.41	43.47	44.56	45.67	46.81
10	Planning & Zoning Director	85,760.89	87,904.91	90,102.54	92,355.10	94,663.98	97,030.58	99,456.34	101,942.75	104,491.32	107,103.60
	DPW Superintendent	41.23	42.26	43.32	44.40	45.51	46.65	47.82	49.01	50.24	51.49
11	Deputy Police Chief/Deputy Public Saftey Director										
	Director of Accounting										
	Director of Technical Services & Utilities	94,337.89	96,696.34	99,113.75	101,591.59	104,131.38	106,734.66	109,403.03	112,138.11	114,941.56	117,815.10
	Fire Chief/Deputy Pubic Saftey Director	45.35	46.49	47.65	48.84	50.06	51.31	52.60	53.91	55.26	56.64
12	Police Chief/Public Safety Director	103,771.11	106,365.39	109,024.52	111,750.14	114,543.89	117,407.49	120,342.68	123,351.24	126,435.02	129,595.90

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Excluded from Salary Study Progression Plan	
Part-time fire fighters	
Lieutenant	28.17
Sergeants	25.61
FF /EMT	23.28
FF (or EMT)	21.17
FF Trainee	17.64
DPW Technician On-call	34.22
Cemetery Sexton	12,478.42
Election: Inspector*	15.00
Co-chair/Chair*	18.00
Receiving board*	150 per diem
Per diem: Board or Review, Municipal Utilities Committee, Parks & Recreation Committee, Public Safety Committee, Township Board of Trustees (regular & special meeting)	65.00
Huron River Watershed Council (regular & special meeting)	75.00
Planning Commission Chair	80.00
Planning Commission Member	65.00
Zoning Board of Appeals Chair	75.00 minimum (25.00 per case over 3 cases)
Zoning Board of Appeals Member	65.00 minimum (20.00 per case over 3 cases)

* 8/20/2024 change effective for FY 24/25

** 10/1/24 change effective for FY 24/25

***3/5/24 change effective for subsequent hires after 4/1/24

****9/3/24 change effective for FY 24/25