

Hamburg Township Job Description

JOB TITLE: ACCOUNTING SPECIALIST
(Full-time, Hourly, Non-exempt) Grade 5-7

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 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. 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