

TO: Board of Trustees
FROM: Thelma Kubitskey, Director of Accounting
DATE: February 2, 2023
SUBJECT: New hires for the Accounting department

On January 17, 2023, the Township Board approved my request to post the job openings for the Accounting & Benefits Coordinator and the Accounting Specialist positions. In addition to posting the positions on the Township website they were also posted with MGFOA, MTA, MML and Plante Moran. We have received nominal response for both positions. Interviews were conducted with the qualified applicants on Tuesday, January 31st by myself, Supervisor Hohl, Clerk Dolan and Michelle DeLancey. The four of us for whom conducted the interviews have arrived at a unanimous decision and I would like approval to extend the attached conditional offers of employment to the top candidates.



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

Hamburg Township-Conditional Offer of Employment

Job Title: Accounting & Benefits Coordinator
Start Date: N/A
Department: Finance/Accounting

Employment Status: Full-Time
Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Salary: \$59,904

Probation Period: 6 months

Benefits: Blue Cross & Blue Shield Health Insurance
Blue Cross & Blue Shield Dental Insurance
Blue Cross & Blue Shield Optical
Health Reimbursement Account
OR \$250 monthly in lieu of benefits payment (\$3,000 annually)

Life Insurance \$25,000 death, \$50,000 accidental death

Disability – Long and Short Term

MERS Define Contribution - 401A, 10% of Salary contributed by Hamburg Twp.

MERS 457b – Employee voluntary contribution

Tuition Reimbursement \$6,000.00 per fiscal year

Paid Time off: 13 Paid Holidays
PTO time – 8 hours' time accrued each month
Vacation – 40 hours upon hire
Vacation – 80 hours 1st anniversary (See Schedule)



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Hamburg Township-Conditional Offer of Employment

Job Title: Accounting Specialist
Start Date: N/A
Department: Finance/Accounting

Employment Status: Full-Time
Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Salary: \$48,297

Probation Period: 6 months

Benefits: Blue Cross & Blue Shield Health Insurance
Blue Cross & Blue Shield Dental Insurance
Blue Cross & Blue Shield Optical
Health Reimbursement Account
OR \$250 monthly in lieu of benefits payment (\$3,000 annually)

Life Insurance \$25,000 death, \$50,000 accidental death

Disability – Long and Short Term

MERS Define Contribution - 401A, 10% of Salary contributed by Hamburg Twp.

MERS 457b – Employee voluntary contribution

Tuition Reimbursement \$6,000.00 per fiscal year

Paid Time off: 13 Paid Holidays
PTO time – 8 hours' time accrued each month
Vacation – 80 hours 1st anniversary (See Schedule)