



## Charter Township of Waterford Job Description

### Staff Analyst - Accounting Coordinator

<b>Department:</b>	Clerk's Office
<b>Supervised By:</b>	Assistant Budget Director/Accounting Manager or Designee
<b>Supervises:</b>	Accounting department employees and others, as assigned
<b>Bargaining Unit:</b>	None
<b>FLSA:</b>	Non-Exempt
<b>Status:</b>	Full-time
<b>Grade:</b>	5

#### **General Summary**

Under the direction of the Assistant Budget Director/Accounting Manager, or designee, performs accounting, auditing, budgeting, and other financial functions. Helps supervise the day-to-day operations of the Accounting Department. Maintains accounting procedures to comply with federal, state and local requirements. Assists departments relative to accounting, purchasing, audits and other financial aspects.

#### **Essential Job Functions**

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

##### Accounting:

1. Maintains accounting records following generally accepted accounting principles and implements the pronouncements of the Governmental Accounting Standards Board (GASB) and the Michigan Municipal Budgeting Act as they relate to the management and recording of municipal accounts.
2. Prepares intermediate and advanced journal entries and reconciliations. Reconciles general ledger activity, as well as, general ledger to bank statements/bank recs. Able to handle activity involving multiple funds and multiple accounts.
3. Accounting through trial balance. Performs accounting functions, in a computerized environment, including reconciliations, month-end verification and close. Involved with year-end processes.
4. Performs report preparation functions, including various interim and annual financial reports. May provide support for the budget process. Able to develop and maintain spreadsheet, graphs and charts in support of accounting, audit, budget and other financial analysis.
5. Completes special projects and presentations as assigned. Performs research, compiles data and develops reports as requested. May conduct research or help with project implementation in other departments as needed.
6. Assists with the Township's annual audit. Works with debt schedules, fixed assets, grants and accruals. Maintains and retrieves needed records, schedules and reports.

##### Accounting Coordinator:

1. Helps to supervise the daily operations of the Accounting Department. Prepares schedules, trains, assigns work, and monitors progress. Assists in the hiring, performance evaluation, and disciplinary process as requested.
2. Assists with routine and special activities of the Clerk and Accounting departments, including but not limited to the accounts payable process, the P-card process, purchasing, monthly accounting, annual accounting and budget.
3. Provides support to other departments in the areas of accounting, audit and related special projects.
4. Researches, evaluates and implements new technology and procedures, trains, and supports departmental transition to new or updated technology.
5. Coordinates Grant accounting and related reporting. In conjunction with staff from other departments, assures that grants records are properly reflected in the accounting system.

Other:

1. Assists with special projects and other duties, as assigned.
2. Maintain confidentiality given access to sensitive or confidential information.
3. Keeps abreast of accounting, auditing, accounts payable and purchasing procedures, techniques and standards through continued education. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Educational requirements: Associate's degree or Bachelor degree with an emphasis in business, accounting, finance, or related field; Bachelor's degree preferred.
2. Experience requirements: Three to five years of experience in accounting; municipal accounting a plus.
3. Knowledge of accounting and financial concepts. Knowledge of computerized financial management software; MUNIS preferred.
4. Ability to effectively communicate and present ideas and concepts orally and in writing. Must possess Word processing and data entry skills.
5. Intermediate to advanced spreadsheet skills; ability to independently create, update and maintain spreadsheets. Skills test required.
6. Ability to establish and maintain effective working relationships and use good judgement and resourcefulness when dealing with elected officials, Township staff, and professional contacts.
7. Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.

### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an environmentally controlled office setting. This is a low physically demanding position, requiring limited range of motion. Work is performed in the optimal working envelope of neck to navel and within arms reach. Work surfaces are adjustable to all body types. Walking surfaces are well lit, tiled and/or carpeted. Individuals with physical impairments can be accommodated to perform most essential task of these positions. The use of mobility assist devices such as wheelchairs, walkers etc, is not a hindrance to this position. Use of both fine as well as gross muscles of the body is not essential. The employee is regularly required to lift objects of ± 1 pounds and occasionally lifts of 10 pounds may be required. No overhead reaching is required. The employee must be able to write and work with computer keyboard. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is fundamental.

### **WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER**

Please send application, cover letter & resume to [award@waterfordmi.gov](mailto:award@waterfordmi.gov)

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>

Salary Range: \$57,409 – 66,018 with excellent benefits

Closing Date: 05/06/2022