



CHARTER TOWNSHIP OF WASHINGTON

Job Posting for Accountant II

Posting Date 4/12/17

Job Classification: Accounting Department – Accountant II

Salary Range: \$50,000 annual

Starting Date: ASAP

Hours of employment: Monday thru Friday 8 a.m. to 5 p.m. – Full time employment

Education & Experience

Must have a minimum of an Associate Degree in Accounting. Work directly under the Finance Manager.

Must have a minimum of 3-5 years accounting experience, specifically with payroll preparation and administration, and accounts payable. Municipal experience a plus. Human Resource experience also helpful.

Job Requirements

Proficiency in Accounting Software suites, and/or BSA software applications such as Payroll.NET, General Ledger.NET, Accounts Payable.NET and Fixed Assets.NET. Have a high level of Microsoft Office skills, (ie Word, Excel)

Be able to prepare, with little or no assistance, all governmental, state and federal reports, including, but not limited to: Unemployment, Workers Compensation, Federal 941, State and Federal Taxes, and Pension reports. Be able to assist with Human Resource Functions.

Preferred proficiency in maintaining Capital Assets Software, and/or ability to learn to calculate quarterly and annual depreciation and prepare all asset reporting for annual audit. Must be qualified to manage physical inventory records and reporting through Fixed Asset software, balancing to the General Ledger

Be able to complete and/or willing to learn, cost analysis, prepare graphs and charts, detailed audit schedules, and development of departmental budgets as assigned

Must have current knowledge of on-line banking systems in relation to software, complete with ACH preparation and reconciliations

General Qualifications

Highly detail-orientated
Good communication skills, both verbal and written
Work effectively with public and other staff members
Good work ethic, reliable, and self-starter
All other duties as assigned by Department Head
Management reserves the right for any applicable testing

Please submit cover letter, resume with work history, and professional certifications (including college degree/diploma) to:

***Kathy Bosheers, Clerk
Charter Township of Washington
57900 Van Dyke
Washington, MI 48094***

APPLICATIONS MUST BE RECEIVED BY: April 28, 2017

Washington Township is an EOE