



Charter Township of Washington

Accountant II

Job Summary

Accountant must be highly accurate when dealing with numbers and quick at catching and correcting errors. Excellent communication skills are a must. Ideally, the candidate should be comfortable interacting with a variety of people and departments but also be capable of working independently. Accountant frequently has exposure to a variety of high-level initiatives and projects.

The position holds responsibility to assist the Finance Director with accounting duties and reporting functions of the Township. Tasks include assisting with bi-weekly payroll and remittances, cross training on accounts payable as needed, month end, quarter end, tracking capital assets and depreciation, as well as many other special projects. Responsibilities include, but are not limited to, assisting in preparation of the annual budget and amendments, assistance with the annual audit process, performing reconciliation functions, and upholding the integrity of the general ledger. The wide variety of tasks and responsibilities makes each day a unique and exciting challenge.

Experience, Skills and Abilities

- Degree in Accounting or equivalent experience (minimum 3 years' experience) in Municipal Accounting required
- Minimum of three years' experience in Accounting preferred
- Municipal or governmental accounting preferred
- Intermediate level of Microsoft Excel & Word preferred and ability to proficiently utilize office equipment & computers is required
- Experience using BS&A preferred
- Strong attention to detail; organized
- Knowledge and understanding of municipal operations in order to effectively assist the accounting dept., preferred
- Ability to work under pressure without sacrificing data accuracy or integrity
- Ability to exercise discretion and maintain confidentiality

The experience, skills and abilities listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities related to the position. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that will be considered along with other job-related selection decisions.

Starting Salary/Benefits: Salary in accordance with C.B.A (\$69,360 Bachelor's, \$59,160 Associate's) in addition to a generous comprehensive benefits package including fully paid medical & vision insurance & deductible (worth \$32k/yr. for family), employer paid dental insurance, Paid Time Off (48 hrs on hire, 42 hrs at 4 months, 120 hours at 1 yr.), 15 paid holidays, 10% employer retirement plan contribution, employer paid \$75k life insurance, and paid short & long-term disability insurance.

Also available: deferred compensation plan, flexible spending account, additional life insurance, critical illness insurance, tuition reimbursement, bonus.

Working Hours: Full time 40 hours/week (8 a.m. – 5 p.m.; 1 hour lunch); flexibility

Reports to: Finance Director

Applicable Skills Testing may be required
Equal Opportunity Employer
Position Open Until Filled