

CHARTER TOWNSHIP OF GRAND BLANC

JOB DESCRIPTION

JOB TITLE: **STAFF ACCOUNTANT**

DEPARTMENT: Finance

FLSA STATUS: Hourly, non-exempt

UNION MEMBERSHIP: AFSCME Chapter V

I. OVERVIEW

Under the direction of the Finance Director, performs a variety of complex accounting duties as directed.

II. QUALIFICATIONS

MINIMUM QUALIFICATIONS

- Associates Degree in Accounting or related field
- Business accounting experience
- Ability to work under time constraints and deadlines.
- Confidentiality and integrity.
- Accuracy and attention to detail.
- Independent judgment and proficiency in accounting principles

PREFERED QUALIFICATIONS

- Bachelors Degree in Accounting or related field.
- Knowledge of Windows and BS&A Software
- A minimum of three to five years of progressively more responsible accounting work or management experience.
- Experience in governmental accounting and excellent computer skills.

III. DUTIES

- Prepares and maintains various records such as accounts payable, fixed assets, control inventory, and ordering of office and operating supplies for the general office.
- Handles a variety of confidential materials and sensitive issues that require discretion.
- Provides support to other Township administrators, as assigned.
- Performs all functions of Accounts Payable process.
- Acts as backup for Banking “Approvals” and “Release” of ACH Payments.
- Maintains records and completes 1099 process at year-end
- Maintains data for the Township fixed assets program and prepares schedules for audit
- Maintains inventory records.
- Maintains insurance list of vehicles and Township properties. Reports newly purchased vehicle to Insurance.
- Assists Finance Director in preparing and presenting, pertinent records required for the annual audit.
- Works with the outside independent auditors.
- Orders office supplies for the general office while ensuring best price value and required quality.
- Orders and controls of pre-printed forms
- Assist and act as backup for payroll process
- Receipt Police Bond payments and issue checks accordingly
- Acts as a member of the team; providing a capable backup for vacations and sick days of Finance Staff
- Perform various other related duties as assigned.

**The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

IV. PHYSICAL REQUIREMENTS:

This is primarily sedentary work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.