

Accounting Job Description

Accountant manages the day-to-day financial operations ensuring compliance with state and local regulations. Responsibilities include payroll processing, accounts payable/receivable, maintaining the general ledger, and conducting monthly reconciliations. They prepare financial reports for and assist with year-end audits.

Key Responsibilities

Financial Reporting & Accounting: Maintain detailed accounting records, including general ledgers for town funds, and prepare monthly financial reports for departments and officials.

- Payroll & Payable: Prepare vendor and payroll payments, examining invoices and purchase receipts and for accuracy, proper authorization, and availability of funds.
- Budget Assistance: Assist in budget preparation, monitor departmental spending, and report on the status of appropriations.
- Compliance & Auditing: Ensure compliance with state and federal requirements (e.g., GASB regulations), manage grant records, and coordinate with outside auditors for annual audits.
- Asset Management: Maintain accurate records of township inventory and fixed assets.
- Sewer, Water & Street light Billing System:
 - Billing system is Muni-link.
 - Maintain a current and accurate list of all properties connected to the respective Sewer, water and street light billing systems.
 - Prepare and mail the appropriate monthly (sewer & water) or annual (street light) charge bills.
 - Apply penalty and interest to any unpaid bills and take appropriate action for collection of any delinquent bills.

Required Qualifications & Skills

- Education: Minimum of an associate's degree in accounting, finance, or business administration is required.
- Experience: Experience in municipal or governmental accounting is preferred.
- Technical Skills: Proficiency in QuickBooks, Microsoft Excel, Payroll portal.
- Knowledge: Strong understanding of Governmental Accounting Standards Board (GASB) principles and state-specific municipal laws.
- Soft Skills: High level of accuracy, attention to detail, confidentiality, and the ability to explain financial information to non-financial personnel

Job Context

Supervision: This position reports directly to Township Manager

Time Specifications: Full-time position, 7:00 a.m. to 4:00 p.m. Monday through Friday.
Norm Willow, Manager@Washington-Township.info