



## **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: May 26, 2017**

**Washington Township is an EOE**