

Accounting Assistant/Election Administration

Job Position

Location: Bruce Township, Macomb County

Salary: \$37,617 \$20.67/hour

Benefits: 401A, Medical, Dental, Vision, Life Insurance, PTO

Employment Type: Full-time

Hours: 7:30-4:30 Monday-Wednesday, 8:30-4:30 Thursday (35-hour work week per contract)

Department: Clerk's Office

Supervisor: Susan Kraft, Township Clerk and Rhonda Ricketts, Accounting Manager

This position reports to the Township Clerk and Accounting Manager and requires experience and knowledge of BS & A Software Systems as well as Microsoft Outlook, Word, Excel and Power Point.

Accounting Assistant

- Accounts Payable - working with vendors and office personnel, determining account numbers based on budgets, check preparation and filing
- Bank Reconciliations
- Deposit creation based on Treasurer's reports/deposit tickets - work with Treasurer's office on account classification and deposit reconciliation
- Journal Entries
- Bank Deposit/transfer preparation as required for a/p checks, ach deposits, etc.
- Monthly reconciliation of ACH debits/credits for Benny Card purchases
- Payroll - back up for Accounting Manager for processing of employee's payroll checks
- Capital Assets - tracking of assets including new purchases, disposals, depreciation, etc.
- Monthly Financials including budget amendments
- Audit work including schedule preparation, reconciliations, etc.
- Petty Cash Box management
- T & A reconciliation with P&Z
- Annual preparation of Workers' Compensation Audit
- Any duties as requested by Accounting Manager

Election Administration

Assist the Deputy Clerk with all aspects of township elections including QVF, issuance of ballots, testing and set up of equipment, instruction manual preparation, precinct setup, etc.

General Office

Back up for office staff including phones, mail, counter, board meeting support/postings and upkeep of minute books. Other duties as assigned by the clerk.

Human Resources

Assist Accounting Manager with new, active and retired employees (township & fire department), employee files, benefits management including medical, dental, vision, life/ltd, Benny Cards, working with health care consultant regarding benefits, renewals and Benny Card administration and other duties as requested.

**Attend and act as minute taker for all Board of Trustees Meetings with a stipend of \$100/meeting is optional.