

CHARTER TOWNSHIP OF OAKLAND

Accounting and Finance Administrator

Annual Salary Range \$50,000 to \$56,000 with excellent benefits.

The Charter Township of Oakland is seeking a professional with experience in accounting, budgeting and financial analysis. Responsibilities will include but are not limited to:

- Payroll processing
- Accounts payable
- Bank reconciliations
- General ledger maintenance, reconciliation and analysis
- Fixed assets
- Fiscal year-end audit entries, schedules and reports (F-65, etc.)
- Budget preparation, monitoring and analysis

This individual will also assist the Treasurer's Office with its operations in the absence of the Deputy Treasurer.

Position requires: a bachelor's degree in business administration with a concentration in accounting and/or finance; prefer 3 to 5 years of experience in a municipal accounting environment (will consider 7-10 years of experience with an Associate's degree in a related financial field); experience preferred with BS&A software applications (cash receipts, accounts payable, general ledger, fixed assets and tax), as well as payroll applications; proficiency with MS Word and Excel required; Certified Public Finance Officer designation desirable.

Please send cover letter, resume with work history, professional certifications to: Dale Stuart, Township Manager, 4393 Collins Road, Rochester, MI 48306. Email at dstuart@oaklandtownship.org by March 17, 2017.