

Accounting Clerk/Treasury Specialist: The Charter Township of Oakland is accepting applications for the full time clerical position of Accounting Clerk/Treasury Specialist. Position is responsible for performing a wide range of accounting and administrative functions. These duties include the daily administration of cash receipts (receipt and processing of tax/general payments, reconciliation of batch and accounting reports, assisting residents at the counter/via phone, etc.) as well as performing some accounting functions related to financial analysis, budget support and capital asset management. Experience in a municipal treasury or accounting office preferred but not required. Position is full-time, wage range \$16.00 - \$20.00 per hour.

Interested parties may obtain an application at the Township Hall located at 4393 Collins Road, Rochester MI 48306 or online at www.oaklandtownship.org. Applications will be accepted until September 7, 2018.

Please send cover letter and resume to Dale Stuart, Township Manager, 4393 Collins Rd, Rochester MI 48306 or dstuart@oaklandtownship.org

JOB POSTING FOR CHARTER TOWNSHIP OF OAKLAND

TITLE: Accounting Clerk/Treasury Specialist: Wage range \$16.00 - \$20.00 per hour

JOB SUMMARY

Working hours will be 40 hours per week, Monday – Friday 8.00am – 4:30pm. Responsible for performing a wide range of accounting and administrative functions. These duties include the daily administration of cash receipts (receipt and processing of tax/general payments, reconciliation of batch and accounting reports, assisting residents at the counter/via phone, etc.) as well as performing some accounting functions related to financial analysis, budget support and capital asset management. It is essential that the candidate have a good understanding of accounting concepts, general ledger functions and some experience using accounting software. Computer skills required.

Work Hours

Typical working hours will be Monday-Friday 8:00am-4:30pm.

DUTIES AND RESPONSIBILITIES

Answers Treasury and main office telephone calls.

Responsible for daily administration of cash receipts – balance cash drawer, prepare cash deposits and record daily batches and activity into Excel.

Mails and files accounts payable checks.

Answers resident questions and handles transactions other than tax payments at the counter as needed. Covers other departments as needed.

Processes tax payments in BS&A tax system.

Performs regular data entry and assists with payroll processing and associated journal entries.

Responsible for tracking the purchase/sale of capital assets, entering into BS&A Fixed Asset System, annual inventory and preparation of related audit support schedules.
Assists with account analysis and budget preparation.
Under supervision of Deputy Treasurer, responsible for monthly bank reconciliations.
Performs other duties as required.

KNOWLEDGE, SKILLS & ABILITIES

Proficient computer skills, including accounting systems (BS&A preferred) and Microsoft Office: Word, Excel, and Outlook.

Possess a solid understanding of accounting concepts and general ledger functions.

Ability to interact successfully with real estate professionals, property owners, and the general public, as well as township office staff at all levels. Friendly, pleasant demeanor. Desire to serve the public. Team player.

Ability to meet deadlines; ability to organize, prioritize and work independently as well as schedule and produce work in a timely manner in an environment where interruptions frequently occur.

EXPERIENCE/EDUCATION

High school diploma or the equivalent, supplemented by some coursework or training in accounting or cash handling. Associate's degree preferred.

WORKING CONDITIONS

The work is generally performed in an office environment. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, carrying of light items such as papers or books or driving an automobile and limited occasional lifting of objects weighing in excess of 25 pounds.

Oakland Township is an Equal Opportunity Employer (EOE)