

Charter Township of Redford

15145 BEECH DALY ROAD • 313-387-2700 • FAX 313-387-2711 • REDFORD, MICHIGAN 48239
www.redfordtwp.com



Tracey Schultz Kobylarz, Supervisor
Garth J. Christie, Clerk
Lily Cavanagh, Treasurer

DONALD E. WOOD
Personnel Director

Trustees
Adam Bonarek
Linda Jackson
Elizabeth Kangas
Kim Taylor

CHIEF ACCOUNTANT

The Charter Township of Redford is accepting applications for the position of **CHIEF ACCOUNTANT**.

AMONG THE REQUIREMENTS: Requirements include a Bachelor's degree in Accounting or related field including five years of accounting and financial record keeping, preferably in a municipal environment. Thorough knowledge of accounting theories and generally accepted accounting principles. (See attached job description for additional requirements)

SALARY: Depends on Qualifications

Please submit a cover letter and resume by email to personnel@redfordtwp.com or by U.S. Mail to:

**REDFORD TOWNSHIP PERSONNEL DEPARTMENT
15145 BEECH DALY ROAD
REDFORD MI 48239
(313) 387-2760**

**PLEASE APPLY BEFORE
January 5, 2018**

Position will remain open until a qualified candidate is hired

**THE CHARTER TOWNSHIP OF REDFORD IS AN EQUAL EMPLOYMENT
OPPORTUNITY EMPLOYER**

Chief Accountant

Supervised By: Finance Director
Supervises: Account-keeping and clerical employees, as assigned

General Summary:

Under the general direction of the finance director, performs accounting, budgeting, auditing and other financial functions. Implements and maintains accounting procedures to comply with federal, state and local requirements. Assists all municipal departments and operations relative to financial management and accounting.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Compiles and analyzes accounting records and monthly financial reports following generally accepted accounting principles and implements the pronouncements of the Governmental Accounting Standards Board (GASB) as they relate to the management and recording of municipal accounts.
2. Assists in the budget development and tracking following the Michigan Municipal Budgeting Act.
3. Maintains ledgers and journals. Posts and monitors receipts and expenditures on a comprehensive computer accounting system.
4. Provides information and answers financial and general questions from township officials, citizens, financial institution representatives, and professional contacts.
5. Prepares trial balances and reconciles bank statements. Records and balances all payments, deposits, transfers and other transactions.
6. Coordinates payroll processes, and tax receipting and disbursement functions with appropriate staff. Establishes methods and procedures complying with internal audit controls.
7. Performs professional accounting functions, including month-end verification and reconciliation of accounts receivable and general ledger.
8. Prepares the township's annual financial statements and assists with the township's annual audit. Provides reports and schedules needed by the independent auditors.
9. Develops and maintains a fixed asset database. Inputs and retrieves data; produces a variety of reports and summaries utilizing the database.
10. Performs statistical and financial analysis of maintained database, and provides financial input into the continuous improvement process.
11. Keeps abreast of new municipal accounting regulations and procedures through continued education and professional growth. Maintains cooperative relationships with peer agencies

and other governmental units. Attends conferences, workshops, and seminars as appropriate.

12. Assists in the implementation of new technology and procedures, works with the finance director to define departmental needs, attends training, and fosters departmental transition to new or updated technology.
13. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a bachelor's degree in accounting or related field.
- Experience requirements include five years of accounting and financial record keeping, preferably in a municipal environment.
- Thorough knowledge of accounting theories and generally accepted accounting principles.
- Considerable knowledge of collection procedures and cash management.
- Considerable knowledge of computer software including accounting, spreadsheet and database programs, and the ability to master new technologies.
- Skill in the preparation of financial or other reports and the maintenance of records.
- Ability to perform statistical and financial analysis.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with township officials, other employees, governmental and regulatory agencies, and financial contacts.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to critically assess situations and solve problems, and work effectively under stress within deadlines and changes in work priorities.
- Ability to prepare and maintain accurate records and reports, and to perform mathematical computations quickly and accurately.
- Possess and maintain a valid driver license with five or fewer points