

**Leoni Township (Jackson County)**  
**Accounting/HR Posting**

**Accounting/HR-Job Summary:**

Under the general supervision of the Township Manager and Township Clerk, and is responsible for financial accounting, accounts payable, accounts receivable, fixed assets, special assessments, budgeting, and auditing of the Township's financial operations. Implements and maintains accounting procedures to comply with State regulations and Township ordinances and resolutions. Provides Human Resource functions for the Township. This is a "hands-on" position where multi-tasking and time management skills are required.

**Experience, Skills, and Abilities:**

High integrity and solid character. Willing to hold self and others accountable for the success of the Township.

- Associates degree in accounting or finance. Bachelor's Degree is preferred.
- Experience in municipal accounting is preferred.
- Strong written and verbal communication skills in order to effectively communicate with a diverse population.
- Knowledge of GASB pronouncements.
- Ability to follow, enforce and clearly communicate accounting and finance procedures and policies with fellow employees and the public in a tactful and courteous manner.
- Excellent interpersonal skills.
- Ability to work under pressure and make decisions quickly and accurately.

The experience, skills, and abilities listed above are intended to represent the minimum skills and experience levels associated with performing the duties

and responsibilities related to the Accountant/HR position. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that will be considered along with other job-related selection decisions.

**Essential Job Functions:**

- Responsible for the maintenance and control of all accounting and financial reporting systems in a manner consistent with established governmental accounting principles and procedures.
- Monitors, evaluates, and as necessary, suggests upgrades to the Township's accounting system to produce adequate cost, financial and statistical data for management purposes and to meet statutory requirements.
- Coordinates the budget process and assists in the preparation of the annual Township Budget. Monitors and analyzes expenditures throughout the fiscal year to assure compliance with the approved budget. Prepares budget adjustments.
- Works with staff to prepare and monitor budgets for Water and Sewer Departments, Downtown Development Authority.
- Coordinates annual audit activities. Monitors and assists with the Township's auditors, including workpaper preparation.
- Responsible for accounts payable and purchase order operations, including verification of accuracy.
- Responsible for preparation of bi-weekly payrolls, related tax deposits and payroll tax returns.
- Assists Township officials in examining and determining bonding, capital expenditures options and any financial projects.
- Attends various Township meetings as required.
- Assist in annual external financial and compliance reports for grants, as well as for Federal, State and County programs. Assist department heads in gathering appropriate financial data to support reimbursement claims. Read and understand financial and compliance implications for all Township grants.
- Implement all GASB standards.

- Monitor compliance with IRS regulations relating to wages and fringe benefits.
- Provide technical assistance to department heads in the formation of budget requests.
- Monitor accumulated costs and status of capital projects.
- Evaluate user fees in relation to the cost of providing various services.
- Continually monitor and evaluate internal controls.
- Assist in providing guidance in water and sewer billing issues.
- Complete special projects assigned by the Township Manager.
- Responsible for all employee benefit enrollment, changes, and functions.
- Perform other duties as required.

The preceding functions are intended to describe the general nature and level of work for the Accountant/HR position. They are not to be construed as an exhaustive list of all job duties performed by personnel labeled to this classification. The Accountant/HR position performs other related duties as required.

### **Compensation:**

The Accountant/HR position is a non-representative position. Annual salary is dependent on experience, qualifications, and additional factors. Leoni Township provides an outstanding work environment, a strong work-life balance, and a benefit and healthcare package that is benchmarked at a highly competitive level.

Interested candidates should send a resume and cover letter to:

[mjester@leonitownship.com](mailto:mjester@leonitownship.com)

or mail to:

Leoni Township

Attention: Township Manager

913 Fifth Street

Michigan Center, Michigan 49254