

Accountant

Department: Finance

Reports To: Finance Director

Position: Full-Time

Make an Impact in Local Government

The Township is seeking a dedicated and detail-oriented **Accountant** to join our Finance Department. This is an excellent opportunity for an accounting professional who enjoys meaningful work, values public service, and wants to make a direct impact on the financial health of a growing community.

Working alongside the Finance Director, you'll play an integral role in managing the Township's financial operations—from payroll and accounts payable to budgeting, financial reporting, and audit preparation. If you're looking for a collaborative team environment where your expertise is valued and your work truly matters, we'd love to hear from you.

What You'll Do

As our Accountant, you'll help ensure the Township's finances remain accurate, compliant, and transparent by:

- Managing semi-monthly payroll and payroll tax reporting.
- Processing accounts payable and preparing payment reports for Township Board meetings.
- Maintaining the general ledger and preparing monthly account reconciliations.
- Administering employee benefits and retirement programs in partnership with benefit providers.
- Assisting with monthly and annual financial reporting.
- Supporting the annual budget process through payroll and benefit projections and financial analysis.
- Preparing schedules and supporting documentation for the annual audit.
- Providing administrative support to the Finance Department and assisting with special projects as needed.

What We're Looking For

Required Qualifications

- Bachelor's degree in Accounting, Finance, or a related field.
- Four (4) or more years of professional accounting experience.

Preferred Qualifications

- Municipal or governmental accounting experience.
- Experience with payroll and benefits administration, accounts payable, financial reporting, and general ledger accounting.
- Experience with BS&A.Net financial software.

The Ideal Candidate

We're looking for someone who is:

- Knowledgeable in governmental accounting principles and financial reporting.
- Highly organized with exceptional attention to detail.
- Skilled in Microsoft Excel and other Microsoft Office applications.
- Able to analyze financial information and solve problems effectively.
- Professional, collaborative, and committed to maintaining confidentiality.
- Comfortable working independently while building positive relationships with coworkers, auditors, and outside agencies.

Why Join Our Team?

When you join the Township, you'll become part of a team committed to serving the community with professionalism, integrity, and accountability. We offer:

- Competitive salary based on qualifications and experience (Salary range of \$\$28.85 to \$32.39/hr based on a 38 hour work week)
- Comprehensive health insurance
- Retirement benefits
- Paid time off
- Professional development and training opportunities
- A supportive, team-oriented work environment
- Meaningful work that directly supports your local community

Apply Today

Qualified candidates are encouraged to submit a cover letter, resume, and completed employment application.

Applications will be accepted until the position is filled.

The Township is proud to be an Equal Opportunity Employer and values a diverse workforce dedicated to public service.