

ACCOUNTANT AND DEPUTY CLERK

Basic Function: Duties include a wide range of accounting, human resource, and statutory tasks including: oversight of payroll process, accounts payable and other related financial functions, human resources administration and recordkeeping, directing the day-to-day operations of the Clerk's department including management of department staff, election activities, cemetery, and Freedom of Information Act requests. Perform related work as required.

Supervision Received: Accounting work is performed in cooperation with the Finance Director. Clerk's functions and election duties are performed with the Township Clerk. General administrative and fringe benefit work is performed under the direction of the Township Manager.

Responsibilities and Duties: An employee in this position may be called upon to do any or all of the following: (Employee may be expected to perform additional tasks as required.)

1. Oversight of payroll processing and maintaining related records.
 - a. Coordinate and assist to compile and evaluate employee time sheets for regular and premium pay hours, vacation hours, sick leave hours, etc.
 - b. Coordinate and assist to prepare and balance payroll registers, including gross compensation, withholdings, and net compensation.
 - c. Coordinate and assist to prepare payroll recaps and to provide the Treasurer with required information to process banking transfers and deposits.
 - d. Coordinate and assist to process remittance for and maintain records of payroll withholdings.
 - e. Process and maintain monthly, quarterly, and annual reports, including state and federal earnings and withholdings reports.
 - f. Process and produce year end payroll W2's and State and Federal required reporting.
 - g. Process and maintain records and reporting for unemployment claims.
 - h. Process and maintain records for Affordable Care Act reporting
 - i. Process additions and changes to payroll records, including wage rates, withholdings, taxes, etc.
 - j. Maintain related payroll records and files.
2. Coordinate human resources administration and recordkeeping.
 - a. Explain fringe benefit information to new employees and assist them in preparing enrollment forms for benefit programs and withholdings.
 - b. Bid insurance on an annual basis to comply with requirements of PA 106
 - c. Prepare and process billings, claims, reports, etc., for workers compensation, group insurances, pension, and other fringe benefits and assist with overall administration of fringe benefits.
 - d. Maintain related records and files.
3. Assist with processing accounts payable and other related administrative and financial functions.
 - a. Assist with classification of accounts payable.
 - b. Assist with preparation of financial schedules, work papers, and reports.
4. Oversee day-to-day operations of the Clerk's functions and staff.
 - a. Provide problem solving, policy, and program support to the Clerk.
 - b. Coordinate activities and functions of all elections.
 - c. Recruit, screen, and hire election workers.
 - d. Review and approve election related documentation and communications.

- e. Manage the Clerk's office staff.
 - f. Represent the Clerk to constituents, other departments, outside groups, and governmental units.
 - g. Participate in regular meetings with the Clerk regarding projects, planning, issues, etc.
 - h. Receive, prioritize and assist in processing FOIA and OMA requests and function as the Freedom of Information Act Coordinator.
 - i. Act and serve on behalf of the Township Clerk, as authorized, in the Clerk's absence.
 - j. Perform other duties as requested to maintain efficient operations of the Clerk's office.
5. Perform related work as required.

Desirable Qualifications for Employment: An employee in this class, upon appointment, should have the equivalent of the following qualifications, knowledge, training and experience.

- 1. Knowledge of current office practices and procedures; competent use of the English language, both verbal and written; ability to assemble data and to prepare accurate reports and records.
- 2. Ability to organize, prioritize, and carry out administrative duties and provide for leadership of efficient office operations.
- 3. Proficient knowledge of accounting principles, practices and procedures; ability to perform mathematical computations with speed and accuracy.
- 4. Knowledge of township policies and practices, the Clerk's functions and operations, and election administration rules and procedures.
- 5. Skill in operating a telephone, typewriter, calculator, desktop computer, copier, postage machine and other office equipment.
- 6. Knowledge of and proficiency with desktop computer applications, particularly with Microsoft Windows software, including Word and Excel. Knowledge of BS&A software applications a plus.
- 7. Requires sitting for computer and desk work for extended periods of time; occasionally requires lifting supplies and equipment weighing a minimum of 20 pounds.
- 8. Ability to handle multiple tasks and activities within assigned timetables and deadlines, including day-to-day customer service, administrative and supervisory duties and tasks.
- 9. Skill in establishing and maintaining effective working relationships with fellow employees, other officials, and the general public.
- 10. Required training includes a bachelor's degree in accounting or business administration, supplemented by additional training in accounting, business and computer applications and procedures. Previous experience in accounting and financial record keeping as well as previous experience in Clerk's functions and operations and election administration is desirable. Supervisory experience is preferred.