



## Charter Township of Waterford Job Description

### Accounting Manager

**Department:** Clerk's Office  
**Supervised By:** Charter Township Clerk  
**Supervises:** Accounting Department Employees, as assigned  
**FLSA:** Exempt  
**Status:** Full-time  
**Grade:** 8

#### **General Summary**

Under the general direction of the Township Clerk, supervises the general accounting functions for the Township and is responsible for the annual audit. Performs accounting, auditing, and other accounting and reporting functions. Maintains accuracy and integrity of the general ledger, accounts receivable/payable, fixed assets, grant accounting, and financial reporting. In charge of month-end and year-end accounting and closing activities. Implements and maintains accounting procedures to comply with federal, state, and local requirements. Assists all departments and operations related to accounting and financial management, including budget assistance. Participates in or leads the design, development, and implementation of policies and practices to maintain the industry's best practices, safeguard Township assets, and maintain excellent customer service.

#### **Essential Job Functions**

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

1. Maintains accounting records following generally accepted accounting principles and implements the requirements of the Governmental Accounting Standards Board (GASB) and the Michigan Municipal Budgeting Act, including the Michigan Treasury Department requests as they relate to the management and recording of municipal accounts.
2. Maintains ledgers and journals. Review accounts receivable and accounts payable, as needed. Monthly review and posting of Treasury activities, including posting of investment activities and earnings, transfers, interfund activities, and bank reconciliation to financial ledgers.
3. Prepares trial balance and reconciles bank statements. Records and balances payments, deposits, transfers, and other transactions.
4. Performs professional accounting functions, including month-end verification and reconciliation of the general ledger. Assist in preparing the annual budget.
5. Develop and maintain spreadsheets, graphs, and charts in support of general journal entries, financial analysis, and various forms of reporting.
6. Provides information and answers financial and general questions from Township officials, citizens, financial institution representatives, and professional contacts.
7. Systematic supervisory control over general ledger accounts, access codes for cash receivables, and General Journal activities.
8. Performs financial report preparation function, including the Board's monthly Actual to Budget Performance Report (Clerk's Report), and the Township's annual financial statement.
9. Maintains financial records for general, special revenue, debt retirement, capital improvement, enterprise, and trust funds and prepares reports as requested.
10. Coordinates the Fixed Assets accounting records. In conjunction with the Purchasing Agent and assigned staff in township departments, assures that all fixed assets are properly accounted for and maintained in the inventory listing.
11. Maintain long-term debt schedules, including proper and timely notification of debt servicing requirements and compliance.

12. Responsibility over accurate accounting of projects, capital assets, grants, recording of tax settlements, special assessment districts, lake boards, trust and agency accounts, and reconciliation over CDBG activities.
13. In charge of all Audit preparation and advanced reporting to achieve an efficient and thorough flow of audit field work and time-sensitive financial reporting.
14. Manage annual audit, as a single point of contact, for yearly development of financial reports.
15. Annual accounting for retirement plans, financial reporting to actuaries, and disclosure of pension in annual reports.
16. Preparation of all non-major fund supplemental reports, unaudited statistical data reports, and financial summaries as included in annual public financial reports.
17. Filing annual financial reports with federal, state, and local agencies, as required.
18. Maintain confidentiality when given access to sensitive or confidential information.

### **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 accommodation may be made to enable individuals with disabilities to perform the job.

1. Bachelor's Degree, preferably with a major in finance or accounting.
2. Knowledge of all financial and/or accounting concepts. Prefer three to five years of municipal accounting experience.
3. Intermediate level for Spreadsheet skills, ability to independently create, update, and maintain spreadsheets, graph presentations, and charts.
4. Intermediate word processing skills necessary to prepare documents and reports.
5. Ability to learn and master MUNIS financial Software.
6. Possess a mathematical aptitude and have excellent written and verbal communication skills. Must have the ability to prepare and maintain accurate records and reports.
7. Ability to learn applicable regulations, policies, and procedures.
8. Ability to establish and maintain effective relationships with those contacted in the course of work, including Township vendors and departments.

### **Physical Demands and Work Environment**

The physical demands and work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an environmentally controlled office setting.

This is a low, physically demanding position, requiring a limited range of motion. Work is performed in the optimal working envelope of neck to navel and within arm's reach. Work surfaces are adjustable to all body types. Walking surfaces are well-lit, tiled, and/or carpeted. Individuals with physical impairments can be accommodated to perform most essential tasks of these positions. The use of mobility assist devices such as wheelchairs, walkers, etc., is not a hindrance to this position. Use of both fine and gross muscles of the body is not essential. The employee is regularly required to lift objects of  $\pm 1$  pound, and occasionally lifts of 10 pounds may be required. No overhead reaching is required. The employee must be able to write and work with a computer keyboard. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is fundamental.

### **WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER**

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>

**Send application, cover letter & resume to [award@waterfordmi.gov](mailto:award@waterfordmi.gov)**

**Salary Range: \$86,570 – \$99,029 with excellent benefits**

**Closing date: 02/18/2026 by 5:00 p.m.**