



**CONTACT:**

Supervisor Robert C. Crawford  
Fort Gratiot Charter Township  
(810) 385-4489 x1100  
[rcrawford@fortgratiot.us](mailto:rcrawford@fortgratiot.us)

**FOR IMMEDIATE RELEASE 10/21/2020**

**PLEASE TAKE NOTICE**

**Fort Gratiot Charter Township is seeking a full-time person for the position of Accounts Payable/Payroll and General Ledger Accountant, Monday through Friday, 8:00 AM until 4:30 PM. Some evening meetings may be required periodically, as well as extended hours for annual budget and elections.**

**GENERAL SUMMARY:**

Under the Supervision of the Township Clerk, performs general accounting duties, assists in elections and other matters, as directed by the Clerk. Processes invoices for payment of claims, prepares payable list, initiates check run and maintains vendor files and 1099 reporting. Processes the Township Payroll, including check run and all appropriate payroll deduction of employee's payroll taxes, pension, and insurance plans. This employee identified and records all activity in the general ledger and reconciliation of accounts between Treasury and Clerks Departments. Also assists in voter registration, Sunset Memorial Gardens, and other matters, as directed by the Clerk.

**EMPLOYMENT QUALIFICATIONS:**

Thorough knowledge of an ability to implement current IRS, Federal, State and local laws and accounting practices and procedures. Must have good public relations abilities for dealing with vendors and department delegates. Experience in computerized accounts payable, payroll and general ledger systems, specifically BSA. Working knowledge of spreadsheet and word processing software. Knowledge of *Generally Accepted Accounting Principles, Governmental Audit Standards*, considerable knowledge of fiscal and auditing operations within Township government. Ability to establish and maintain effective relationships with Township officials, employees, and the public. Be able to analyze complex data and exercise sound judgment without supervision. Ability to work within specific time constraints and meet deadlines. Must attend a school of instruction for election inspectors and qualify to serve as an Election Inspector.

An employee in this class, upon appointment, should have the equivalent of an Associate's Degree from an accredited college or university with a major in Accounting or equivalent experience such as a minimum of two (2) years increasingly responsible work experience as an Accounts Payable, Payroll and General Ledger Accountant.

Full job description and application available upon request or online at [fortgratiot.us](http://fortgratiot.us). Interested persons will submit a signed and completed application, written letter and resume to the Supervisor, prior to the deadline, below. Faxed copies are not accepted.

Submit all required documents by 4:00 PM on Friday, October 30, 2020, in person, by mail, by dropbox or by email to [rcrawford@fortgratiot.us](mailto:rcrawford@fortgratiot.us). Candidate must be able to satisfactorily pass a background check and drug test prior to employment.

POSTED:	10/21/2020
DEADLINE:	10/30/2020, 4:00 PM