



City of Hamtramck

3401 Euclid Street Hamtramck, Michigan 48212

Telephone 313-800-5233

Position: Accountant

Job Summary:

We are seeking a trustworthy candidate to support our income tax, treasury and finance departments. The accountant will work with large amounts of numerical data, handle multiple tasks with deadlines, and provide transparent and complete reports to the city manager and CFO as needed. A firm grasp of accounting and financial practices and regulations, and possess strong computer, verbal, and written communication skills. The accountant position will report directly to CFO.

Primary Responsibilities:

- Assist with accounts payable again report for check disbursements and review payment run proposal with A/P and CFO
- Oversee maintenance of accounts payable files and records
- Prepare month-end reconciliations and journal entries
- Assist CFO with additional month-end tasks
- Prepare monthly financial reporting for departments
- Assist with preparing and assembling information for external auditors for annual audit
- Assist with annual budgeting process
- Assist with 1099's submission to IRS
- Continuously look for opportunities to generate efficiencies and increase the effectiveness of financial operations
- Compile annual reports including sales and use tax returns
- Other general accounting duties as assigned
- Prepare budget forecasts
- Grant financial reporting

Requirements and Skills:

- Work experience as an accountant
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)

- Advanced MS Excel skills including pivot tables
- Experience with general ledger functions
- Strong attention to detail and good analytical skills
- BS in accounting, finance, or relevant degree

The City of Hamtramck is an equal opportunity employer seeking qualified applicants, without regard to race or other protected status.