



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-800-5233

Accounting Manager

An Equal Opportunity Employer

The City of Hamtramck has an opening for a full-time accounting manager.

Job Description Summary:

Reporting to and under the direction of the Chief Financial Officer, the accounting manager is responsible for managing and overseeing the general accounting functions, including, but not limited to accounts payable, accounts receivable, and the general ledger. The successful candidate will manage the accounts payable/specialist and our accountant within the finance department. The office is located inside City Hall at 3401 Evaline Street, Hamtramck, MI 48212.

Essential Duties and Responsibilities:

- Assist the CFO in the following activities:
- Oversee and manage the day-to-day accounting duties
- Help with quarterly and year-end financial audit activities and financial audit controls
- Assesses current practices and procedures, and makes recommendations for improvements
- Prepare, review, and analyze financial statements to ensure accuracy and completeness
- Perform ad hoc analysis and projects as requested
- Maintain fixed asset register and fixed asset accounting in the general ledger
- Prepare and supervise bank reconciliation, accrual accounting, audits, and year end closing
- Carry out grant accounting, filing for reimbursements and grant financial reporting
- Supervise and manage general ledger accounting functions
- Work with external auditors to ensure correct and timely closing and reporting at year-end
- Oversee the vendor payments to ensure vendors are paid correctly and timely
- Carryout year end reporting to various governmental entities
- Track and reconcile project fees and expense budgets
- Communicates with department heads and management regarding departmental budgets
- Monitor and analyze accounting data and produce financial reports or statements
- Other assignments as directed by the CFO

Skills and Abilities:

- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously
- Extensive knowledge of municipal finance, cash management, GAAP and GASB
- Strong knowledge of basic accounting computer programs and related software as well as the ability to evaluate the effectiveness of such programs
- Excellent Knowledge and experience of Using Microsoft Office including Power Point, Word, and use of advance Excel Skills.

- Excellent interpersonal skills
- Ability to work independently and maintain ethical and professional relationships with outside agencies and auditors
- Experience using BS&A preferred
- Skill in general office management and practices, interpersonal communication, employee supervision, motivation, and the ability to direct the work of others
- Ability to establish and maintain professional relationships with department heads and city management.

Education and Experience:

- Bachelor's degree in accounting, finance, or business management; master's degree preferred
- Minimum experience: Seven (7) years' experience in accounting with at least four (4) years in municipal or public finance required
- Previous supervisory experience required
- CPA qualification desired

Salary range: \$70,000-\$84,000 annually

Application Process: Download application at <https://hamtramck.us/wp-content/uploads/2020/10/Hamtramck-Application-Final.pdf> . Return completed application and resume by email to hr@hamtramckcity.com. Position open until filled.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.