



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-800-5233

Position: Accounts Payable/ Payroll Specialist

Job Description Summary:

Under the general direction of the Chief Financial Officer, the accounts payable/payroll specialist performs various accounting duties in the areas of accounts payable, payroll, fixed/capital assets, grant accounting, inter-fund transfers, trusts, etc. The successful candidate will assist the Chief Financial Officer in managing the full life cycle of all financial responsibilities for the City.

Essential Duties and Responsibilities:

- Responsible for various accounting duties regarding accounts payable, payroll, fixed/capital assets, grant accounting, inter-fund transfers, and trusts.
- Completes monthly bank and account reconciliations.
- Performs monthly reconciliations of various general/subsidiary ledger accounts including necessary ledger entries.
- Assists the Chief Financial Officer in planning and coordinating the year-end procedures, the performance of the annual audit and reporting to the State.
- Creates work papers to support year-end account balances and financial activity as required by year- end procedures and the auditors.
- Prepares and files various reports timely and accurately and complies with City policies.
- Provides guidance to other City staff and department heads, as appropriate, in carrying out daily accounting functions to ensure the efficient and accurate accounting of the City's revenues, expenses, assets and liabilities.
- Trains staff, as necessary.
- Performs various other accounting related duties as required.

Preferred Knowledge, Skills, and Abilities:

- Extensive knowledge of municipal finance, accounting systems, procedures, and internal controls.
- Ability to analyze complex financial data and prepare reports.

- Strong knowledge of basic accounting computer programs (including Microsoft Excel) and related software as well as the ability to evaluate the effectiveness of such programs.
- Experience with governmental accounting and BS&A experience preferred.
- Knowledge of federal and state regulations on municipal finance.
- Ability to interpret GASB and related regulations provide necessary training and guidance on compliance procedures.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Excellent interpersonal skills to successfully develop positive internal and external relationships.
- Must have excellent written and verbal communication skills and the ability to prepare clear, concise, and comprehensive reports, records, and other written materials for a variety of audiences.
- Ability to work independently and maintain ethical and professional relationships with internal and external contacts.
- Skill in general office management and practices, interpersonal communication, motivation, and the ability to direct the work of others.

Education and Experience:

- Bachelor's degree in accounting, Finance or Business Management preferred.
- Minimum experience: 2-3 years in municipal finance or public finance required.

Pay Rate & Benefits:

- \$50,000 – 65,000 annual salary. DOQ.
- Standard benefit package available including medical, dental and vision.

Application Process: Download application at <https://hamtramck.us/wp-content/uploads/2021/05/Hamtramck-Application- Final-05072021.docx>. 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 accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.