

GENERAL OFFICES / PARK DEPT.  
269/684-0870 FAX 269/684-1996

DEPARTMENT of PUBLIC WORKS  
269/684-5647 FAX 269/684-5979

**FIRE DEPARTMENT**

SOUTH 269/683-3311

FAX 269/683-1633

NORTH 269/683-9440

NILES CHARTER TOWNSHIP WEB SITE

[www.nilestwpmi.gov](http://www.nilestwpmi.gov)

## NILES CHARTER TOWNSHIP

320 BELL ROAD, NILES, MICHIGAN 49120



OFFICIAL NILES CHARTER TOWNSHIP TREE – ASHWOOD BURR OAK

BUILDING DEPARTMENT  
269/687-2741 FAX 269/687-2726

CODE ENFORCEMENT  
269/684-0870 x 20 FAX 269/684-1996

**POLICE SERVICES**

1-866-630-7679

**ASSESSOR**

269/684-0870 FAX 269/684-1996

# Niles Charter Township Job Description ACCOUNTANT/ADMINISTRATIVE ASSISTANT

## GENERAL SUMMARY

Under the direct Supervision of the Township Supervisor, maintain the Niles Charter Township accounting system. Develop and implement methods and procedures to record, control and report revenue, expenditures, assets and liabilities. Perform General Ledger accounting. Assists the Supervisor with the preparation of Township departmental and Fund budgets.

## TYPICAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Establish and maintain a controlled expenditure accounting system for Niles Charter Township involving encumbrances of Funds and approval of purchases in accordance with General Accounting Practices and Principals of GASB statements.

Create new account line items for Department and Funds as needed.

Prepare and provide transfer request report to Deputy treasurer to transfer funds to the checking account.

Maintain General Ledger containing receipts, disbursements and all other journal entries as necessary.

Prepare monthly accounting reports including balance sheets, revenue and expense reports for monthly board report.

Prepares monthly Excel reports for distribution to appropriate department heads.

Reconcile monthly bank statements.

Monitor expenditures for all funds throughout the fiscal year. Prepare Budget Amendments Requests to Township Board as needed. Upon approval, enter amendments into accounting software.

Maintain personnel and wage information for all employees an prepare bi-weekly payroll spread sheets for submission to payroll processor.

Verify data entry reports from payroll processor and send approval to payroll processor to their actual payroll check processing.

Prepares required journal entries for payroll expenditures and FICA expenditure distribution. Prepare check requests for net payroll and payroll deductions. Enter journal entries into General Ledger software. Files reports from payroll processor.

Create all Payroll Change Notice forms for salary increases. Create Start to Work Form for all new hires.

Maintain personnel files for Township, including employee benefit enrollment forms, W-4 forms, deferred compensation, etc.

For new hires, provide required State and Federal tax forms. Forward to payroll processor. If full-time employee, provide insurance enrollment forms. Upon receipt enter information for each insurance company on their website.

Prepare new employee's payroll deduction form amount for insurance premiums.

Create General Appropriation Act with salary/wage information for Board approval.

Forward workers' compensation and liability claims to appropriate insurance companies and maintain files concerning Township Insurance Policies.

Maintain files of Township Fixed Assets.

Prepares all schedules, letters, and reports for annual audit. Primary contact with auditors during onsite visit.

Prepare F-65 State reports as required.

Prepare Metro Act Report to State.

Report escheats to State.

## Summary of Accountant Duties:

### **Daily -**

BASIC Flex account balance Report  
BASIC Flex Spent report if available  
Prepare journal entries as needed  
Enter journal entries after approval  
Post journal entries and accounts payables  
Run Accounting Departments as needed

### **Bi-weekly**

Process Payroll information for Payroll processor  
Verify payroll processors data input  
Send approval to payroll processor to provide checks  
Update Payroll Encumbrance spreadsheet  
Update Worker's Compensation spreadsheet

### **Monthly**

Bank reconciliation all Funds and accounts  
Run month reports for the 2<sup>nd</sup> Board meeting of the month  
Create monthly department reports and distribute to appropriate department heads with complete set to the Board  
Update John Hancock Retirement spreadsheets

### **Annually**

Budget preparation  
    Worksheets  
    Salary information  
    Estimated insurance costs  
    Estimated retirement costs  
Create budgets for departments/Funds that have no direct supervision  
Audit preparation  
Prepare and submit F-65 report to Statement  
Metro Act report to State  
Continuing disclosure report  
Escheats report to State before July 1  
Prepare Annual Worker's Compensation report for posting on Bulletin Board  
Worker's Compensation report audit in August  
PCORI fee report to federal government before July 31  
BASIC flex Enrollment  
Munetrix – CVT report in October to November

### **As needed**

Order office supplies as needed  
For new hires provide Federal and State tax forms – submitted to payroll processor.  
Review condition of computer equipment  
Order new computer equipment  
Maintain in-house telephone system