

NOW HIRING

Delta Township Accounting Department



POSITION: Accountant SALARY: \$51,406 - \$61,687 DOQ

Under general supervision of the Finance Director and according to established accounting practices and procedures, performs specialized accounting and bookkeeping duties related to maintaining the general ledger, bank reconciliation, processing payroll for 130 employees, and assisting with preparation for the annual audit. Waits on customers both on the phone and at the counter (remote work is not available). Performs a variety of other accounting duties as needed in other areas of the Accounting/Treasurer's Office.

QUALIFICATIONS

- Ability to utilize mathematical skills including addition, subtraction, multiplication, and division;
- Excellent oral and written communication skills;
- Skill in organizing work, setting priorities, meeting deadlines and communicating effectively with co-workers, supervisors, the general public, and others to exchange or convey information;
- Ability to maintain cordial working relationships;
- Must possess and maintain a valid motor vehicle operator's license.

REQUIREMENTS

- Requires completion of four (4) years college with a B.A./B.S. degree in accounting, business, or a related field and a minimum five (5) years experience working in an accounting field, i.e. with general ledger, payroll, etc.
- A combination of work experience and education can be considered to fulfill these requirements.
- Knowledge of BS&A software programs highly desired.

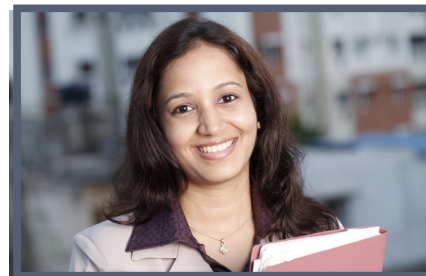
BENEFITS

- Blue Cross Blue Shield health insurance coverage with a Township H.S.A. contribution up to \$1,800
- Health insurance opt out of \$3,500
- Retiree health insurance
- 12.5% of salary contributed to DC retirement plan
- Paid holidays and accrued vacation, and sick leave
- Dental, life insurance, disability insurance (Township paid premiums)

APPLY

Qualified candidates should apply submitting a cover letter and resume, to Linda Wells by email at lwells@deltami.gov, via mail to 7710 W. Saginaw Hwy., Lansing, MI 48917 or fax to 517-327-1703.

Application deadline: Open Until Filled (first review of applications will be December 30, 2021)



A great place to
**LIVE, WORK
& PLAY**



EQUAL EMPLOYMENT OPPORTUNITY

An inclusive and welcoming environment is our first priority. Delta Township is an equal opportunity employer and is dedicated to the goal of building a culturally diverse staff. Delta Township strongly encourages applications from minorities and women. It is the policy of Delta Township not to discriminate against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, source of income, familial status, sexual orientation, or gender identity/expression. The following person has been designated to handle inquiries regarding the non-discrimination policies: Brian Reed, Township Manager, 7710 W. Saginaw Hwy., Lansing, MI 48917 or at (517) 323-8590.