

**POSITION NAME:** Township Accountant/Benefit Administrator

**REPORTS TO:** Township Manager

**SUPERVISES:** N/A

**POSITION SUMMARY:** Responsible for the accounting and bookkeeping activities related to the Township's General, Public Safety, Parks & Recreation, Trails, Parks & Open Space, Downtown Development Authority, Building Department, Capital & Debt, Grants and Settlements, and Water and Sewer Funds. Maintains and prepares reports of budget activities, retirement plan administration, personnel files, health and life insurance, and all required federal, state and local payroll reports. Administers insurance and retirement benefit programs for all employees.

**ESSENTIAL JOB FUNCTIONS:** (An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.)

Processes vendor invoices and maintains corresponding Accounts Payable records. Assign account numbers to invoices for accounting distribution and enter them into the computer-based accounting system. Processes Accounts Payable reports and prepares the warrant report for Board of Trustees approval. Prepare checks for payment and forward them to the Township Clerk and Treasurer for signature. Prepare checks for mailing and file paid invoices.

Prepares payroll for Township employees following the established bi-weekly payroll calendar. Prepares monthly payroll for paid-on-call fire department employees. Also prepares monthly, quarterly, and annual payroll tax reports and statements.

Maintains employee personnel records, including benefits data, and records of paid time off. Assists in the employee hiring process – processes and manages all new employee enrollment related to tax and benefit purposes, including compliance with I-9 requirements and pre-employment background checks, examinations, and tests.

Administers employee benefit programs, including health, dental, vision, retirement, life insurance, and other ancillary benefits; serves as the primary point of contact for employee questions and enrollment.

Processes monthly retirement plan contributions and updates plan records for new employee participants and terminations. Prepares corresponding year-end retirement plan reports.

Coordinates with the Treasurer's office in reconciling monthly bank statements with Township accounting records. Files vendor/supplier purchase orders. Prepares periodic accounting and special reports, including workers' compensation audit information and revenue and expenditures reports.

Prepare special reports and Township accounting records for annual audit. Meets with auditors and answers questions during audit.

Assists in preparation of Township annual fiscal budget.

Performs other special projects as requested by the Township Manager.

**KNOWLEDGE, SKILLS AND ABILITIES:** (The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

Associate's degree in accounting and/or three (3) years of relevant experience in accounting, bookkeeping, or payroll administration. Prior training and experience with computer operations and computer-based accounting systems are also necessary.

Experience with BS&A Software Package (Time Sheets, Payroll, Accounts Payable, General Ledger) is preferred.

Ability to communicate effectively with citizens and vendors, as well as other Township employees and officials at all levels.

Ability to meet deadlines, concentrate, pay close attention to details, and interpret, comprehend and follow written and verbal instructions as required. Also requires ability to organize work effectively and to complete work on scheduled and timely basis in an environment where interruptions may occur frequently.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** (The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

While performing the duties of this job, the employee regularly works in an office setting.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

**REVISED:** August 18, 2025