

**Accountant – Part time  
Job Description**

**Job Description: to maintain the general, accounts payable and payroll ledgers and all accounting related functions**

Accounts Payable:

1. Secure required signatures for all invoices and payment requests
2. Code with General Ledger accounts numbers and input accounts payable invoices into system.
3. Print checks and related reports (ck register, deferred income etc).
4. Get required signatures on checks.
5. Mail out and/or disburse checks.
6. Transfer balances to General Ledger.

A. Payroll:

1. Secure required signatures for all pay requests.
2. Code and input payroll into system.
3. Print checks and related reports (check registers, def Inc reports, taxes).
4. Get required signatures on checks.
5. Transfer account balances to General Ledger
6. Pay taxes and other payroll related liabilities (941 taxes, SIT, deferred comp).
7. Monthly or quarterly payroll related reports (941, MESC, Worker's Comp)
8. Sub ledger accts-Annual reconciliation, MESC, workers Comp, etc).
9. Maintain Payroll Journal.
10. Year end Reports and W2
11. Transfer funds from Library and Fire Departments to cover payroll.
12. Process direct deposits through on line banking. Print report from bank.

B. Cash Receipts:

1. Maintain cash receipts journal and post to GL monthly.
2. Balance cash receipts weekly. Generate bank deposits.

C. General Ledger:

1. Maintain and analyze monthly inputs to GL.
2. Compile information and input journal entries for each month.
3. Maintain General Ledger book.
4. Run month-end reports for Board members and department heads.
5. Reconcile with Treasurer (Cash Receipts, bank reconciliations, etc.)
6. Balance all bank accounts.

Misc:

1. Compile year-end accruals.
2. Maintain sub ledger accounts for Library subscriptions, Fire Dept subscriptions and donations, bonds, etc.
3. File all payroll and accounts payable backup.
4. Work with auditor on annual audit.
5. Help with phones especially during lunch hours.
6. Help with tax collection.
7. Prepare Bills List from vendors for approval by Township Board.
8. Input and maintains yearly budget adjustments.
9. Prepares Recreation budget reports.

10. Prepare seniors activity budget reports.
11. Prepare bills list and monthly reports for Ray Township Library
12. Maintain funds, files and invoice SMART as necessary.
13. Under the direction of the Ray Township Clerk, maintain files and invoice for reimbursement of Community Development Block Grants as necessary and other duties as deemed necessary, such as record keeping for Grants.

## **PAYROLL**

### **Time sheets**

All completed time sheets shall be submitted to the Treasurer's office by noon on Monday following the end of the pay period. Timesheets must be approved by the person responsible for where the expense will be charged. Library must have the Library Clerk and a Library Board member sign off on all timesheets.

The Township Supervisor shall review initial the time sheets for the Accounting Clerk, Staff Assistant, Planning/Zoning Clerk, Maintenance worker, and Janitor. Recreation Leader and Deputy Treasurer initialed by The Treasurer. The Deputy Clerk and Senior Director are initialed by the Clerk.

Once the pay has been processed and checks issued the Treasurer and Township Clerk (or their designee) shall review and initial all timesheets, direct deposit, 941 tax request and sign all check requests and payroll checks.

Payroll checks are disbursed on Thursday following the last day of the pay period.

### **Deductions and Withholdings**

The Accounting Clerk must be notified at least 5 days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances by an employee. All voluntary deductions shall be authorized in writing.

### **Direct Deposit**

Changes to direct deposits of payroll checks will be allowed every six months.

### **Payroll Problems**

Employees shall immediately notify the Account Clerk of any problems or errors on their paychecks.

Updated: Wednesday, April 9, 2014

Adopted by Ray Township Board of Trustees on this date: \_\_\_\_\_