TOWNSHIP OF RAY

64255 Wolcott Road   Ray Township, MI 48096
Phone: (586) 749-5171
Fax (586) 749-6190   Website www.raytownship.org
County of Macomb

Part Time Accountant
Job Description

Job Description: To maintain the general, accounts payable and payroll ledgers, with BS&A software 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.

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.

Cash Receipts:
1. Maintain cash receipts journal and post to GL.

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 Supervisor (Cash Receipts, bank reconciliations, etc.)

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. Update and maintain chart of Accounts to State of Michigan Law.
5. Work with auditor on annual audit.
6. Help with phones especially during lunch hours.
7. Help with bill preparation and collections.
8. Prepare Bills for approval by Township Board.
9. Input and maintains yearly budget adjustments.
10. Prepare bills list and monthly reports for Ray Township Library.

Updated: 2018