

## CHARTER TOWNSHIP OF OAKLAND

### Accounting and Finance Administrator

The Charter Township of Oakland is seeking a professional with experience in accounting, budgeting and financial analysis. Responsibilities will include but are not limited to:

- Accounts payable
- Bank reconciliations
- General ledger maintenance, reconciliation and analysis
- Fixed assets
- Fiscal year-end audit entries, schedules and reports (F-65, etc.)
- Budget preparation, monitoring and analysis
- Payroll processing

This individual will also assist the Treasurer's Office with its operations in the absence of the Deputy Treasurer.

Qualifications desired: a bachelor's degree in business administration with a concentration in accounting and/or finance; prefer 3 to 5 years of experience in a municipal accounting environment (will consider 7-10 years of experience with an Associate's degree in a related financial field); experience preferred with BS&A software applications (cash receipts, accounts payable, general ledger, fixed assets and tax), as well as payroll applications; proficiency with MS Word and Excel.

Position is negotiable: full-time with benefits or regular part-time (some benefits included), Salary DOQ.

Please send cover letter, resume with work history, professional certifications to: Jamie Moore, Assistant Township Manager: [jmoore@oaklandtownship.org](mailto:jmoore@oaklandtownship.org)  
Position open until filled.