



2024 JOB POSTING

Finance Associate

West Bloomfield Parks and Recreation Commission is looking to hire a full-time Finance Associate role to work in collaboration with the Finance Manager to provide end to end finance operations for the organization.

If you are looking for a new, exciting, long-term career in government finance with a path for growth, then this is the position for you! This candidate will work in a collaborative, fun (but professional) and welcoming environment with a diverse group of individuals. Join us on the adventure of building a brand-new, state of the art COMMUNITY CENTER with our recently approved BOND to make West Bloomfield an even better place to live. This role will provide top notch benefits, professional development opportunities, and amazing team members.

The ideal candidate must be able to work independently, effectively multi-task, and possess strong interpersonal and internal customer service skills. The Finance Associate must be highly organized with the ability to efficiently and accurately input large amounts of data. Candidate must embody the values of professionalism, kindness, enthusiasm, innovation, collaboration and sustainability.

JOB SUMMARY: This position is responsible for accounts payable, cash handling and deposits, cost recovery reporting and administrative finance tasks. The Finance Associate will also serve in a supportive role for all aspects of the finance department including: maintenance of the general ledger, accounts receivable, budgeting, audit preparation and payroll accounting as well as collecting, analyzing and reporting financial data for decision making.

HOURS: Typical work hours are 40 hours per week 8:00am-4:30pm. Work schedule is Monday through Friday, with some weekend or evening shifts as required.

QUALIFICATIONS:

- BA in Business, Accounting or Finance required.
- Two years of related accounting/bookkeeping experience required.
- Extensive experience with spreadsheet creation and data presentation required.
- Must be proficient in Microsoft Office suite, Adobe Pro, Google docs, etc.
- Municipal accounting experience preferred, but not required.
- BS&A experience preferred, not required.
- Must have a valid Michigan Driver's License.

HOURLY RATE: \$23.10 - \$24.13 per hour

START DATE: October 21, 2024. First round interviews are expected to take place the week of September 23, 2024. Second round interviews are expected to take place the week of October 1, 2024.

TO APPLY: To be considered for this position, please submit a completed application and resume at wbparks.org/employment.



Job Description

Job Title: Finance Associate

Department: Administration

FLSA Status: Non-Exempt

Salary Grade: 5

Position Description Summary:

The Finance Associate is an integral part of a two-person finance team that provides end to end finance operations for the organization. This position is responsible for accounts payable, cash handling and deposits, cost recovery reporting and administrative finance tasks. The Finance Associate will also serve in a supportive role for all aspects of the finance department including: maintenance of the general ledger, accounts receivable, budgeting, audit preparation and payroll accounting as well as collecting, analyzing and reporting financial data for decision making. The workflow of the finance office includes many routine and deadline oriented tasks according to a weekly, monthly and annual schedule. This position has potential growth to be responsible for projects to aid in the success of West Bloomfield Parks (WB Parks.)

Working Hours:

Typical work hours are 40 hours per week 8:00am-4:30pm. Work schedule is Monday through Friday, with some weekend or evening shifts as required.

Essential Function(s) of the Position:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

- Collaborate with the Finance Manager as a team to ensure the timely and proper handling of all items in the finance department.
- Accurately and efficiently process accounts payable check requests, ensuring the inclusion of necessary documentation. This includes: entering information and scanning documents into the accounting system, cutting disbursement checks and obtaining required signatures from the Commission Treasurer and the Township Treasurer, mailing checks and maintaining related records and files.
- Responsible for collecting, processing, balancing and depositing cash and checks from multiple locations. Ensuring proper change is maintained at all locations and obtaining change from the bank as needed.
- Primary contact for petty cash and responsible for ensuring it is properly utilized, documented and replenished as needed.
- Member of the internal Cost Recovery Team that ensures cost recovery guidelines are being followed by assisting with the annual training of staff, the annual cost recovery report completion plan, completion and review of reports.
- Provide administrative support to the Finance Manager which includes but is not limited to, pulling reports from various systems, creating forms, creating spreadsheets and documents, scanning and filing.
- Manage vendor W-9s and insurance. Ensure the inclusion of necessary documentation and valid signatures are submitted as requested and expiration

dates are not being overlooked. Work closely with staff to ensure consistency and compliance.

- Assist with establishing accounting controls and best practices documentation by researching and recommending policies and procedures. Provide staff training as needed.
- Assist with financial reports for monthly Commission meeting packets.
- Assist in preparation of year-end reporting such as 1099s and the annual financial audit.
- Assist in the preparation of the budget and the annual budget workshop.
- Assist and lead Finance Department special projects.
- Function as a finance department resource to employees by providing information and assistance as requested and needed.
- Backup the Finance Manager on critical functions including general ledger and banking issues.
- Secondary back up to process the bi-weekly payroll. Review timesheets for accuracy, enter into payroll system, generate payroll related reports and complete payroll liability payments. Calculate special payments related to termination or disability leave.
- Maintain confidentiality of documents and information received.
- Adhere to Commission guidelines, policies and procedures.

Education/Experience/Licenses/Certificates:

- BA in Business, Accounting or Finance required.
- Two years of related accounting/bookkeeping experience required.
- Extensive experience with spreadsheet creation and data presentation required.
- Must be proficient in Microsoft Office suite, Adobe Pro, Google docs and other digital technology such as online scheduling and timesheets, digital forms and digital file storage.
- Municipal accounting experience preferred, but not required.
- BS&A experience preferred, not required.
- Must have a valid Michigan Driver's License.

Knowledge, Skills and Abilities:

- Embody the following values of professionalism, kindness, enthusiasm, innovation, collaboration and sustainability.
- Ability to multitask and handle pressures related to meeting deadlines in a fast paced environment.
- Ability to efficiently and accurately complete tasks that require accuracy and attention to detail.
- Skilled in the area of planning, time utilization and prioritization with the ability to pivot based on the demands of the day.
- Knowledge of accounting and budgeting practices.
- Analytical ability and mathematical aptitude to perform accounting functions and conduct research necessary to resolve accounting discrepancies.
- Ability to create spreadsheets that clearly display financial information for review and analysis.
- Ability to complete thorough research and make appropriate recommendations to resolve issues or improve best practices.
- Interpersonal skills to interface well with coworkers, elected officials, Township employees and vendors.

- Ability to grasp concepts quickly and the desire to learn all aspects of the Parks Finance Department.

Equipment, Machinery, Tools and Vehicles Used:

Office equipment, including computer, fax machine, large capacity printer/copier, safe, etc. WBPRC van and/or truck.

Physical Demands:

This position is primarily an office position therefore must be able to sit or stand for long periods of time at a computer work station, typing and making phone calls. Some field time may be required so must be able to walk, bend, squat and stand for periods of time and withstand the outdoors for some periods of time, in all elements.

Working Conditions:

May be exposed to extreme heat/cold when occasional field time is required. Some weekly travel is required to various site locations within the Township, offsite meetings, continuing education opportunities and conferences.

Benefits:

This position is eligible for all benefits, including but not limited to medical, dental, vision, life insurance, long term disability, short term disability, flexible spending account, MERS, 401a, and 457 contributions. Eligible for mileage reimbursement for approved work errands.

Reporting Relationships:

A person in this position will report to the Finance Manager.

Employee(s) that report to this position:

None

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

Employee Signature

Date

Finance Manager Signature

Date

Executive Director Signature

Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.