



GRAND HAVEN CHARTER TOWNSHIP

JOB POSTING

POSITION:	STAFF ACCOUNTANT
DEPARTMENT:	Finance
STATUS:	Regular, Full-Time, Non-Exempt
SALARY:	Pay range of \$30.90 - \$37.68 per hour (\$64,279.80 - \$78,372.32)

Grand Haven Charter Township is a beautiful, thriving community of over 19,000 residents, located in Northwest Ottawa County where our residents and visitors can find miles of pristine beaches, towering sand dunes and breathtaking sunsets along the shores of Lake Michigan. Our clean and safe community values a family-centered atmosphere; we also offer vibrant parks, world-class schools, as well as an appreciation of the arts and healthy lifestyles. Our community is a place where agri-businesses and industry seek to locate, bringing with them more opportunities for growth.

We are an organization that values trust and mutual respect. Our staff members are empowered to make decisions and create positive changes. We are committed to continuous improvement using technology and collaboration with our customers, peers, and neighbors. We know our past, and we learn from it so that we can grow together as a community.

SUMMARY:

We are seeking a detail-oriented Staff Accountant to join our finance team. In this vital role, you will be responsible for performing technical and professional accounting work and support functions related to the operation of the Finance Department including areas such as cash receipting and reconciliation, accounts payable, payroll, general ledger and audit preparation. Perform secretarial, clerical, and related work as required.

ESSENTIAL FUNCTIONS:

- Prepares and reconciles daily deposits through cash receipting and the internet utilizing remote deposit capture.
- Collects monies and processes payments for taxes, utility bills, water/sewer taps, cemetery, dog licenses, boat permits, park reservations, building permits and miscellaneous fees.
- Assists residents with online payment system.
- Generates and processes miscellaneous receivables invoices as needed. Reconciles and follows up on outstanding balances.
- Processes, approves, and records all incoming park reservations through online system. Refunds all customer deposits and performs year end reconciliation with the general ledger.
- Processes accounts payable invoices and payments, making sure correct general ledger numbering is assigned and account has monies available. Ensures accounts payable database is accurate and up to date.
- Responsible for year-end preparation of forms 1099-NEC and MISC.
- Responsible for monthly reoccurring journal entry posting and annual update of entries.
- Performs monthly search for fixed asset invoices and saves to the network.
- Processes bi-weekly payroll accurately and on schedule. Periodically updates payroll records and periodic earning reports.

- Reconciles payroll and related benefits quarterly and prepares related reports for the IRS and State of Michigan.
- Assists Finance Director with year-end reconciliation of accounts for the financial audit.
- Performs weekly backups of all BS&A programs.
- Acts as backup for the Finance/Billing Clerk.
- Assists in the formulation of departmental policies and procedures.
- Regular and reliable attendance.
- Other duties as assigned.

EDUCATION, EXPERIENCE AND TRAINING:

- Bachelor's degree in accounting with three years of related experience or equivalent preferred.
- Advanced level in Microsoft Excel preferred. Experience working in databases preferred.
- Experience with BS&A.Net Software preferred.
- Experience with governmental accounting preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Intermediate to advanced knowledge of accounting practices and business arithmetic.
- The ability to handle highly confidential information.
- Ability to communicate effectively both in writing and in person appropriately for the needs of the recipient.
- Skill in establishing and maintaining effective working relationships with the general public and other employees using tact and discretion.
- Ability to organize, schedule and complete work to achieve deadlines in an environment where interruptions are frequent.
- Ability to prepare and maintain accurate records and reports.
- Working skill in operating a switchboard with accuracy in a calm and efficient manner with a pleasant voice.
- Knowledge of administrative and clerical procedures and systems such as word processing, spreadsheets, database management, managing files and records, operating office machines, and other office procedures and terminology.

WHAT WE OFFER:

- A competitive salary range of \$30.90 - \$37.68 per hour (\$64,279.80 - \$78,372.32)
- Health and dental coverage for you and your family, including a Health Savings Account (HSA) contribution.
- A 401(a) plan, through the Municipal Employees' Retirement System (MERS), with a 10% Township contribution.
- A generous paid time off program to help you keep a healthy work/life balance.
- Financial protection through disability, life, accidental death & dismemberment insurance.
- Supplemental insurance options at group rates.
- Educational reimbursement benefits and access to a fitness facility to keep your mind and body healthy.

HOW TO APPLY:

- View the full job description online at: <https://ghtmi.gov> OR <https://ghtmi.gov/departments/administration-human-resources/employment-opportunities/>
- Send a resume or application to ksherwood@ghtmi.gov or through Indeed using the following link: <https://www.indeed.com/job/staff-accountant-eb0a6b8a9d85ba13>
- Any questions can be directed to Karen Sherwood, Assistant Township Manager/HR Director, at 616.604.6304.

- Application deadline: April 17, 2026, or until it is filled.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. Work requires physical exertion such as sitting, standing, stooping, kneeling, crouching, crawling, and lifting objects weighing less than 25 pounds. This work also requires physical mobility, dexterity, and full range of motion, normal sensory abilities including vision, hearing, and touch. Lastly, this work requires the ability to comprehend and complete tasks, based on verbal and written directives, and relay information and instructions correctly.

WORK ENVIRONMENT:

The work environment characteristics described are representative, but not limited to, those encountered while performing essential functions of this job classification. While performing the functions of this job, the employee is in an indoor, climate-controlled office environment with moderate office equipment noise level; exposed to prolonged periods of standing or sitting at a desk and working on a computer; constant interruptions from coworkers, residents, contractors, and customers; and contact with irate customers. The work environment involves low risks requiring minimal safety and other precautions.

Grand Haven Charter Township is committed to Equal Employment Opportunity and to attracting and retaining the most qualified employees regardless of race, national origin, religion, sexual orientation, gender, age, height, weight, or disability.