MUNICIPAL ACCOUNTANT

Village of Pinckney

Part-Time

Duties:

Making sure revenues are received and spent according to laws and regulations
Balance multiple bank accounts on a monthly basis
Work closely with the Treasurer and the Clerk
Prepare yearly budgets, projections and budget amendments for the Village Council
Must be flexible in scheduling - position is part-time but more hours could be required during special project times
Team player in a small office atmosphere
Must be organized with attention to detail
Time management skills and ability to meet deadlines
Must have worked in a municipal setting with at least three years of experience

Experience:

Accounting – Three years (Preferred)
Municipal – Three years (Preferred)
Payroll
Taxes
BS&A Software

Education:

Bachelor’s Degree (Preferred)

Location:

Village of Pinckney
**Working Days:**

Schedule negotiable

**This Job is Ideal for Someone Who Is:**

Detail-Oriented – would rather focus on the details of work than the bigger picture

People-Oriented – enjoys interacting with people and working on group projects

**Additional Duties:**

Recordkeeping

Account Reconciliation

Wages Commensurate with Experience