



GREEN OAK CHARTER TOWNSHIP
10001 SILVER LAKE ROAD, BRIGHTON, MI 48116
PHONE: 810-231-1333 • FAX 810-231-5080

Title: Payroll & Accounts Payable Clerk **Department:** Clerk's Department
Employment: Regular, Full Time **Reports to:** Township Clerk

General Summary

Green Oak Charter Township is hiring a Payroll & Accounts Payable Clerk to join its Accounting team. This position will concentrate on processing payroll and handling all accounts payable functions for the Township as well as supporting the Election Process and other administrative functions of the department. This position supports lead team members and other office personnel within the office.

Essential Duties and Responsibilities

- Assist with the bi-weekly and monthly payroll and accounts payable functions.
- Assist with the preparation of assigned monthly account reconciliations and documentation.
- Retrieve, file, organize and archive financial records as necessary.
- General elections administrative functions, including receiving applications, recording, tracking and mailing ballots as well as assisting in other day-to-day functions.
- Customer service duties such as answering telephone calls, greeting walk-in visitors, and addressing routine inquiries and some cash receipting, issuing receipts, and using an adding machine as necessary.
- Help other departments as needed with filing and other tasks as requested.

Knowledge, Skills and Abilities

- Education requirements include a high school diploma/GED equivalent
- 2+ years of experience processing payroll and performing general accounting functions
- Basic customer service skills
- Basic office and clerical skills
- Microsoft Office products, Adobe software, ADP

Compensation and Benefits:

This is a full-time position with a competitive pay rate based on skills and experience. The compensation package includes health benefits, paid time off, and pension plan. Please note that Green Oak Charter Township currently pays for 100% of the premium costs for employees and eligible dependents for medical, dental, and vision.

Physical Demands

The physical demands and work environment characteristics described here are representative of those the employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, feel or operate objects, tools or controls, and is occasionally required to reach with hands and arms. The employee must regularly lift and/or move items of moderate weight, including file boxes, portable computers, etc. Specific vision abilities required by this job include close vision, distant vision, depth perception, color vision, and ability to adjust focus.

Work is performed primarily in a business office setting. The noise level in the work environment is usually quiet to moderate.

The above statements are intended to describe essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Accepting applications and resumes at the Green Oak Charter Township Hall, 10001 Silver Lake Road, Brighton, Michigan 48116. Applications are available online or at the Township Hall. Completed application and application materials must be submitted to the attention of Human Resources at HR@GreenOakTwp.com by 4:00 pm, Friday, June 10, 2022. For additional information visit: www.greenoaktwp.com.