

CHARTER TOWNSHIP OF COMMERCE
CONFIDENTIAL ASSISTANT FINANCE/HUMAN RESOURCES/ TOWNSHIP
SUPERVISOR
JOB DESCRIPTION

Date Approved by Board of Trustees: 04/09/2024

General Summary

Under the direction of the Director of Finance/Human Resources, assist in a wide variety of confidential, sensitive and administrative duties.

Duties and Responsibilities:

- Oversee accounts payable.
- Assist in the preparation of financial reports to state, and federal government.
- Manage Fixed Assets/depreciation reporting
- Assist Treasurer and Finance Director with GASB reporting.
- Reviews all departments time off requests and timesheets, prior to payroll processing; Provides backup to Finance Director for payroll processing.
- Maintain payroll operations by following policies and procedures, and ensuring payroll transactions are processed efficiently.
- Attends and prepares summary of strategy sessions with respect to bargaining of union contracts.
- Assists in the preparation of collective bargaining proposals and other collective bargaining materials, including costing out of bargaining proposals.
- Assist in the processing of grievances and other labor relations disputes.
- Aid with interpretation and application of Employee Handbook and Policy and Procedures.
- Personnel file maintenance.
- On-Boarding of new hires.
- Grant Writing as needed for Township Departments, responsible for grant reporting, and grant file maintenance.
- Assists Township Supervisor with Daily Communication, projects, and confidential matters.
- May be required to attend educational seminars/classes regarding financial and HR requirements.

The proceeding statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Performs other related duties as required.

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy.
- Ability to set priorities, manage multiple tasks, work independently, and meet deadlines
- Excellent organizational skills and attention to detail.
- Computer competency requiring word-processing, spreadsheet knowledge and experience.
- Ability to quickly learn financial software along with payroll programs.
- Knowledge of accounting, proficient in word processing, spreadsheets, data bases, and ability to adjust to using software products used by the Township.
- To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Associate's degree (AA.) with concentration in business, accounting, finance, or Human Resources or the equivalent required, will consider someone who is graduating within a year of employment.
- Experience in fixed assets/depreciation
- Familiarity in the use of computers required. Use of Excel and Word desirable

Preferred:

- Experience with Federal Grants

The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria. Additional experience or education may be substituted on a two for one basis to meet minimum requirements. See ADA requirement for additional guidelines.

Abilities

- Math – Understanding of percentages, fractions, ratios, rates, and calculations is required.
- Reading - Ability to read, comprehend, and interpret complex manuals and instructions.
- Writing – Ability to write moderately complex instructions and communication problems, procedures for supervision or for others. Ability to write correspondence to employees and customers.
- Speaking – Ability to clearly communicate information and questions related to all aspects of the job in person and over the phone using effective verbal and written communication skills

Physical Requirements

Considered Light Work.

Lifting – up to 30 pounds on an occasional basis

Movement – Ability to maneuver as necessary to use copier, computer or other equipment necessary for the job.

Kneeling – stooping occasionally.

Walking – occasionally; Standing – occasionally; Sitting – frequently

Use of hands – constantly

Reaching – frequently

Vision – near vision required, color vision preferred.

Hearing – must be able to hear and understand normal speech in same room and on the phone.

The Charter Township of Commerce values diversity in its workforce and is an Equal Opportunity Employer that does not discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local laws.