

Job Title: Village Treasurer / Accountant
Location: Village of Pinckney, Michigan
Job Type: Full-Time (32 hours/week, 4-day workweek)



Position Overview:

The Village of Pinckney is seeking a detail-oriented and experienced Treasurer / Accountant to oversee the village's financial operations. This role is responsible for managing accounting, budgeting, and financial reporting to ensure compliance with state and local regulations. The position offers a 32-hour workweek across four days, providing a flexible schedule while maintaining essential financial oversight.

Key Responsibilities:

- **Financial Management:**
 - Maintain accurate financial records, including accounts payable/receivable, payroll, and budgeting.
 - Prepare and present financial reports to the Village Council.
 - Manage tax collection, investment of village funds, and bank reconciliations.
 - Ensure compliance with state and federal financial reporting requirements.
 - Coordinate with auditors for annual audits and financial reviews.
 - Oversee municipal accounting software, including BS&A Software.
 - Set up millage rates and manage municipal state filings.
- **Project and Budget Oversight:**
 - Manage accounting for infrastructure projects such as street and water services.
 - Develop and administer budgets for various departments.
 - Prepare and file Act 51 reports related to transportation funding.
- **Administrative and HR Functions:**
 - Handle administrative tasks related to payroll and union contracts.
 - Serve as a backup for utilities management.
 - Oversee pension fund management and human resources functions.
 - Prepare and file federal forms, including 941.

Qualifications & Skills:

- Degree in Accounting, Finance, Public Administration, or a related field (preferred).
- Experience in municipal finance, government accounting, or a related field.
- Knowledge of Michigan's municipal finance laws and regulations.
- Strong proficiency in accounting software, particularly BS&A Software, and Microsoft Office.
- Excellent analytical, organizational, and communication skills.
- Ability to be bonded (required for municipal treasurers).

Compensation & Benefits:

- Salary: Competitive, based on experience.
- Benefits: Health insurance, retirement plans, PTO & sick pay.
- Flexible scheduling may be available for qualified candidates.

To Apply: Interested candidates should submit resume and cover letter to clerk@villageofpinckney.org.
For more information, visit villageofpinckney.org or contact the Village President at (810) 263-3449.