



We love where you live.

## **\*\* Bookkeeper \*\***

The Michigan Municipal League (the League) is seeking a Bookkeeper to assist our Finance team in providing a variety of bookkeeping functions. The approximate salary range for this position is \$40,000 - \$45,000. The selected candidate will process a variety of accounting tasks for multiple companies including accounts payable, accounts receivable, deposits, bank reconciliations, grant administration support, and other related tasks. We're looking for a self-starter who can quickly learn new skills and deliver prompt and outstanding work. Our ideal candidate thrives in a fast-paced environment, is willing to take on new challenges, and can effectively and accurately juggle multiple tasks within deadlines with superior attention to detail.

### **If you were working for us, here are just some things you would do:**

- ✓ Provide exemplary internal & external bookkeeping support for multiple entities
- ✓ Prepare and produce monthly bank reconciliations, journal entries, and financial statements for multiple entities with varying fiscal years
- ✓ Perform account reconciliations and analyze accounts for accuracy
- ✓ Process accounts payable for assigned entities, maintain vendor records, and complete annual reporting requirements
- ✓ Maintain fixed assets, including acquisitions, retirements, monthly depreciation, and year-end reconciliations
- ✓ Manage and organize the storage of contracts
- ✓ Process deposits and event registrations for various companies
- ✓ Provide administrative and accounting support for grants as needed
- ✓ Assist with and coordinate special projects
- ✓ Assist with and participate in various budget and audit processes

### **About You: Our ideal candidate will have:**

- ✓ A high school diploma or equivalent is required
- ✓ Additional education or training equivalent to an associate's degree is **strongly** preferred
- ✓ Previous experience in bookkeeping, accounting support, or similar role is required
- ✓ Knowledge of accounting principles and practices, including accounting software programs. Prior experience working with Microsoft Dynamics Great Plains (GP) is strongly preferred
- ✓ Intermediate skill working with Microsoft Office (Excel, Word, PowerPoint)
- ✓ Excellent customer service and interpersonal communication skills
- ✓ Strong written and verbal communication skills
- ✓ Superior organizational skills and close attention to detail
- ✓ Ability to learn new skillsets and master new technologies
- ✓ Ability to manage multiple tasks and priorities

Beyond these responsibilities and requirements, our ideal candidate also has these attributes:

- ✓ Excellent Judgement
- ✓ Flexibility
- ✓ Sense of Humor
- ✓ High Energy
- ✓ Humble
- ✓ Good Natured

### About Us:

The Michigan Municipal League is a non-profit association dedicated to making Michigan's communities better by thoughtfully innovating programs, energetically connecting ideas and people, actively serving members with resources and services, and passionately inspiring positive change for Michigan's communities. Through advocacy at the state and federal level, we proactively represent municipalities in order to help them sustain highly livable, desirable, and unique places within the state. We create and offer services and events to our members in order to help educate and inspire them to remain focused on their passion for the areas they represent. To learn more, visit [www.mml.org](http://www.mml.org).

### Here's What We Have to Offer:

We are looking for people who believe in our mission to help communities around the state. In return, we offer an exciting, energetic, and informal atmosphere.

In addition to being such a cool place to work, the League also offers a competitive benefits package, including a platinum-level health insurance plan, a retirement savings plan with a generous employer match, paid time off, and a variety of other benefit offerings.

### Interested in Joining our Team?

Please send resume and cover letter to [hrmanager@mml.org](mailto:hrmanager@mml.org). Please include "Bookkeeper" in the subject line. All finalists will be subject to a background examination. Michigan law requires applicants to request confidentiality if desired. The League is an equal opportunity employer.

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