



Van Buren/Cass District
Health Department

PUBLIC HEALTH ADMINISTRATION

www.vbcassdhd.org 269.621.3143

Job Title: Accounting Manager

Location: Lawrence, MI

Salary range: \$65,000-\$80,000

Job Type: Full-Time

About the Role:

We are seeking an experienced **Accounting Manager** to join our finance team. This role is responsible for managing payroll, overseeing core accounting functions, and ensuring compliance with federal, state, and local regulations. The Accounting Manager will prepare financial reports, reconcile accounts, support audits and budget processes, and maintain accuracy and integrity in all financial transactions. This position also serves as a resource for staff accountants and collaborates across departments to ensure timely and accurate financial operations.

Responsibilities:

- Prepare and maintain general ledger entries, reconciliations, and financial reports.
- Assist in recording accounts receivable transactions.
- Assist in recording accounts payable transactions.
- Assist with annual budget preparation and monitoring.
- Support month-end and year-end close processes and audits.
- Process bi-weekly payroll and ensure compliance with tax and benefit requirements.
- Prepare and submit federal, state, and local tax returns and payroll liabilities.
- Maintain payroll system accuracy and respond to employee inquiries.
- Ensure compliance with internal controls and financial regulations.
- Collaborate with team members and provide backup for staff accountants when needed.



Qualifications:

- Bachelor's or Master's degree in accounting or related field
- Minimum 5 years of experience (healthcare/government preferred)
- Strong knowledge of GAAP and governmental Accounting
- Proficiency in Microsoft 365; MIP Financial Software preferred
- Valid driver's license

Benefits:

- Health, Dental, and Vision Insurance
- Company Retirement Match
- Employee Assistance Program (EAP)
- Paid Time Off
- 13 Paid Holidays

Work Environment:

Office-based role with occasional travel between locations (mileage reimbursed).

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