

April 1, 2022

## Accountant II

**Starting Salary:** \$48,979 – 55,000 (Depending On Qualifications)

**First Review of Applications:** Friday, April 22, 2022 (open until filled)

**Expected Start Date:** May/June 2022

### Role and Responsibilities

SEMCOG is seeking an experienced Accountant II to join our Finance team. The Accountant II is involved in various functions related to payroll, accounts payable, accounts receivable, and financials for subsidiary organization(s) in both a general ledger and project accounting environment. Prepares and analyzes accounting system reports for accounts payable, accounts receivable, cash receipts, grants/projects, and payroll accounting functions based on job assignment. Analyzes and reconciles transactions with general ledger. Prepares journal entries as needed. Performs bank reconciliations, monitors, and analyzes all cash transactions. Prepares spreadsheets for financial audits and may reconcile general ledger accounts. Performs related work and assists with routine tasks as needed.

The successful candidate will have well-developed organization and time management skills, be detailed, self-motivated, capable of working on multiple tasks with competing deadlines, maintain confidentiality of employee and organization information, and work cooperatively and collaboratively with all levels of staff. This position is part of a job series and offers employee development and promotional opportunities.

### Experience and Qualifications

- Bachelor's degree from an accredited college or university in Accounting, Finance, Business, or a related field.
- Three (3) to five (5) years of government, non-profit, or council of governments accounting experience.
- Knowledge of basic Accounting and Bookkeeping principles and practices, payroll tax laws, and federal grants. Strong quantitative skills and capacity to prepare, interpret, and analyze complex data.
- Working knowledge of modern office procedures, methods, and computer equipment, including applicable software (Adobe, Microsoft Office Suite, etc.).
- Effective written and verbal skills, and ability to understand and carry out verbal and written directions.
- Support and promote a strong internal culture based on SEMCOG core values and Diversity, Equity, and Inclusion initiatives.

SEMCOG reserves the right to waive any of the minimum qualifications for applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead SEMCOG to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.

## Benefits

SEMCOG offers an exciting mix of benefits!

- Flex time (Core work hours: 9:00 am – 3:30 pm)
- Hybrid Work Environment (Predominantly remote work performed within the State of Michigan)
- Ten paid holidays and 25.5 accrued PTO days annually
- Medical, Dental, Vision, EAP, FSA/Dependent Care, Life/AD&D, Short- and Long-term Disability benefits eligibility upon hire
- Defined Benefit, Defined Contribution, and 457 Deferred Compensation Retirement benefits
- Tuition Assistance program
- Transit or parking assistance when working onsite



### Join us! How to Apply

Please email completed employment application, cover letter and résumé to Yvonne Taylor, HR Administrator, [Ytaylor@semcog.org](mailto:Ytaylor@semcog.org).



## About SEMCOG

SEMCOG is a voluntary association of local governments fostering cooperative efforts in order to move the region forward. Since its inception in 1968, SEMCOG has acted as a regional planning partner with local governments in the seven-county Southeast Michigan region, which is made up of Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne Counties. Membership is open to all counties, cities, villages, townships, intermediate school districts, and community colleges.

SEMCOG is committed to building a staff team that represents the rich diversity of the Southeast Michigan region. As a result, we place an emphasis on diversity, equity, and inclusion in our work, as well as our internal culture. SEMCOG's core values below are the basis of our workplace culture and how we perform our work.

- Visionary – We work holistically, inspiring innovative regional and local solution.
- Collaborative and Inclusive – We are respectful, approachable, and embrace different perspectives to meet the diverse needs of our region.
- Strategic – We are intentional, yet flexible in order to leverage opportunities
- Integrity – We are committed to the ethical and honest stewardship of our fiscal, natural, and built resources.
- Knowledgeable – We strive for excellence through sound data and research and continuous learning, ensuring we are a credible and influential voice for Southeast Michigan
- SEMCOG promotes a positive, fun, flexible, and inclusive workplace that encourages staff to celebrate what makes them unique while learning about the things that they share. We accomplish by asking questions engaging in areas of work that are aligned with our interests. SEMCOG understands the importance of work/life balance, offering the flexibility our staff needs to accommodate their personal needs. SEMCOG values the importance of continuing education and encourages staff to seek opportunities for personal and professional growth.

## Acquiring Talent

SEMCOG is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices and laws. SEMCOG prohibits discrimination and harassment of any type and affords equal employment opportunities to employees, applicants, or any other covered persons without regard to race, color, religion, sex, sexual orientation, gender identity or expression, height, weight, marital status, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. This statement applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.





# EMPLOYMENT APPLICATION

POSITION APPLIED FOR: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_ **SSS** \_\_\_\_\_

MINIMUM SALARY ACCEPTABLE: \_\_\_\_\_ DATE AVAILABLE FOR WORK: \_\_\_\_\_

**INSTRUCTIONS: Complete all necessary information. Please print or type. This application will be kept on file for a period of three (3) months. Be sure to sign and date this application.**

NAME (Last, First, Middle Initial) \_\_\_\_\_ LAST 4-DIGITS OF SS# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

HOME NUMBER: \_\_\_\_\_ MOBILE NUMBER: \_\_\_\_\_

PRIOR ADDRESSES (Last 5 Years): \_\_\_\_\_

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?	Yes	No
ARE YOU 18 YEARS OF AGE OR OLDER?	Yes	No
ARE YOU INTERESTED IN FULL TIME WORK?	Yes	No
ARE YOU INTERESTED IN PART TIME WORK?	Yes	No
DO YOU HAVE ANY RELATIVES CURRENTLY EMPLOYED BY SEMCOG?	Yes	Relative Name: _____
	No	

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes No  
(A positive response to this question does not automatically disqualify you from consideration)  
IF YES, WHEN, WHERE, AND NATURE OF OFFENSE: \_\_\_\_\_

ARE THERE ANY FELONY CHARGES PENDING AGAINST YOU? Yes No  
IF YES, WHEN, WHERE, AND NATURE OF OFFENSE: \_\_\_\_\_

CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT REASONABLE ACCOMMODATION? Yes No

Michigan law requires employers to make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer. Disabled employees and applicants may request an accommodation of their disability by notifying SEMCOG in writing of the need for accommodation within 182 days of the date the disabled individual knows or should know that an accommodation is needed. This requirement does not apply to an individual's rights under the Americans with Disabilities Act. Failure to notify SEMCOG will preclude any claim that the employer failed to accommodate the disabled individual.

**EDUCATIONAL BACKGROUND**

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	DID YOU GRADUATE?		HIGHEST GRADE, DEGREE OR DIPLOMA
HIGH SCHOOL	_____	_____	Yes	No	_____
G.E.D.	_____	_____	Yes	No	_____
VOCATIONAL	_____	_____	Yes	No	_____
COLLEGE/UNIV.	_____	_____	Yes	No	_____
POST-GRAD	_____	_____	Yes	No	_____
OTHER	_____	_____	Yes	No	_____

**PROFESSIONAL LICENSES/CERTIFICATIONS/CREDENTIALS:**

TYPE: \_\_\_\_\_ NUMBER: \_\_\_\_\_

TYPE: \_\_\_\_\_ NUMBER: \_\_\_\_\_

TYPE: \_\_\_\_\_ NUMBER: \_\_\_\_\_

**DRIVER LICENSE NUMBER:** \_\_\_\_\_ **EXP. DATE** \_\_\_\_\_ **STATE ISSUED:** \_\_\_\_\_

**COMPUTER & SYSTEMS PROFICIENCY:**

Please list any applicable computer skills:

Typing Speed: \_\_\_\_\_ WPM

**MILITARY SERVICE**

BRANCH: \_\_\_\_\_ DATES: \_\_\_\_\_

FINAL RANK: \_\_\_\_\_ TYPE OF DISCHARGE: \_\_\_\_\_

**EA9F; 9B7M7CBH57H**

PRIMARY CONTACT: \_\_\_\_\_ NUMBER: \_\_\_\_\_

SECONDARY CONTACT: \_\_\_\_\_ NUMBER: \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

List any jobs held in the past 10 years. List your present employment first. List every promotion as a new job. Attach extra pages if necessary. Briefly summarize your job duties to give the reviewer a general idea of your tasks and responsibilities. Please include all requested information, even if a résumé is attached.

May I contact your current employer? .....Yes .....No

EMPLOYER: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ SUPERVISOR TITLE: \_\_\_\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_  
**(MONTH & YEAR)**

SALARY RECEIVED: START \_\_\_\_\_ FINAL \_\_\_\_\_ FULL OR PART TIME: \_\_\_\_\_

REASON FOR LEAVING, OR CONSIDERING OTHER EMPLOYMENT:

\_\_\_\_\_

WORK PERFORMED:

EMPLOYER: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ SUPERVISOR TITLE: \_\_\_\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_  
**(MONTH & YEAR)**

SALARY RECEIVED: START \_\_\_\_\_ FINAL \_\_\_\_\_ FULL OR PART TIME: \_\_\_\_\_

REASON FOR LEAVING, OR CONSIDERING OTHER EMPLOYMENT:

\_\_\_\_\_

WORK PERFORMED:

EMPLOYER: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ SUPERVISOR TITLE: \_\_\_\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_  
**(MONTH & YEAR)**

SALARY RECEIVED: START \_\_\_\_\_ FINAL \_\_\_\_\_ FULL OR PART TIME: \_\_\_\_\_

REASON FOR LEAVING, OR CONSIDERING OTHER EMPLOYMENT:

\_\_\_\_\_

WORK PERFORMED:

EMPLOYER: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ SUPERVISOR TITLE: \_\_\_\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_  
**(MONTH & YEAR)**

SALARY RECEIVED: START \_\_\_\_\_ FINAL \_\_\_\_\_ FULL OR PART TIME: \_\_\_\_\_

REASON FOR LEAVING, OR CONSIDERING OTHER EMPLOYMENT:

WORK PERFORMED:

EMPLOYER: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ SUPERVISOR TITLE: \_\_\_\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_  
**(MONTH & YEAR)**

SALARY RECEIVED: START \_\_\_\_\_ FINAL \_\_\_\_\_ FULL OR PART TIME: \_\_\_\_\_

REASON FOR LEAVING, OR CONSIDERING OTHER EMPLOYMENT:

WORK PERFORMED:

Have you ever worked for a company under a different name? Yes No

If Yes, what was the name? \_\_\_\_\_

Have you ever been discharged from any employment? Yes No  
*(A positive response to this question does not automatically disqualify you from consideration)*

If Yes, please explain: \_\_\_\_\_

HOW DID YOU LEARN OF THIS POSITION?

- SEMCOG Careers Page \_\_\_\_\_
- SEMCOG Social Media Page \_\_\_\_\_
- Job Posting Board \_\_\_\_\_
- School (Name) \_\_\_\_\_
- Referral (Name) \_\_\_\_\_
- Other (Please specify) \_\_\_\_\_

*If selected for employment, the following prescribed conditions must be met before such employment offer is considered final. All persons hired by the Gci h YUghA]W ][ Ub`7ci bV]`cZ; cj Yfba Ybtg`fl YfY]b`UZ]f`G9A7C; `La i ghii bXYf[ c`UVUM[ fci bX gWYYb`Df]cf`tc`h`YXUH`cZ\ ]fYZVUbX]XUH]g`a i gh`dfcj ]XY`cf][ ]bU`XcW`a Ybtg`YghUV]gl ]b[ `h`Yf`Ya d`cna Ybh`Y][ ]V][ ]miUg fYei ]fYX`i bXYf`h`Y`a a ][ fU]cb`FYZ`fa`UbX`7`cb]fc`5`WicZ%, \*`5`b`]bj`Ygh][ U]cb`cZ`dUghYa d`cna Ybhif`YZf`YbW]g`UbX`c`h`Yf ]bZ`fa U]cb`k`j`VY`V`bXi`W]X`5`W]d]h]bW]cZUb`cZ]f`cZYa d`cna YbhXc`Yg`bchWYUH`UV`b]f`UW]i`U`c`V][ U]cb`i`dcb`G9A7C; tc`V`b]bi`Y`Ya d`cna Ybh]b`h`YZ`h`i`f`Y`*

I understand that by completing this application there is no guarantee of a job interview or a job offer. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon SEMCOG. I also understand that nothing in this employment application, in SEMCOG’s statements, policies, or Employee Handbook, or in my communications with any official or representative is intended to create an employment contract between SEMCOG and me. I also understand that if an employment relationship is established, I have a right to terminate my employment at any time. I also understand that SEMCOG retains the right to terminate my employment at any time, as applicable under law. Further, I understand that SEMCOG has the right to modify its policies without giving me any notice of the change(s).

I hereby authorize SEMCOG to verify all the information I have provided on my application. I also agree to execute, as a condition of employment or continued employment, any additional written authorizations necessary for SEMCOG to obtain access to and copies of records pertaining to this information. I expressly authorize SEMCOG to contact any of my current or prior employers, educational institutions, and other references I have provided, and release all of those employers, educational institutions, references and SEMCOG from any and all liability arising from their giving information about my employment, academic, and/or military experience. I also hereby waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from SEMCOG or any former or current employer, that a disciplinary report, letter of reprimand, or other disciplinary action taken against me while employed, will be or has been disclosed to a third person or entity.

I agree not to commence any action or suit relating to my employment with SEMCOG more than 180 days after the occurrence of the facts giving rise to the claim, or more than 180 days of the date of my termination of such employment, whichever is earlier, and to waive any statute of limitations to the contrary.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I will abide by all policies, rules and regulations of the Southeast Michigan Council of Governments.

SEMCOG is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices and laws. SEMCOG prohibits discrimination and harassment of any type and affords equal employment opportunities to employees, applicants, or any other covered persons without regard to race, color, religion, sex, sexual orientation, gender identity or expression, height, weight, marital status, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. This statement applies to all terms and condition of employment, including but not limited to, recruiting, hiring, placement promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from eligibility or my immediate discharge should such falsifications or misrepresentations be discovered after I am employed.

**APPLICANT PRINTED NAME:** \_\_\_\_\_

**Applicant’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Your legal signature; do not print)

**FORWARD COMPLETED AND SIGNED APPLICATION TO:**

Southeast Michigan Council of Governments • Human Resources Department  
Email: [YTAYLOR@semcog.org](mailto:YTAYLOR@semcog.org)