

**Job Opportunity: Accounting Technician**

**Location:** Eaton County Road Commission, 1112 Reynolds Road, Charlotte, MI 48813

**Employment Type:** Full-Time

**Salary Range:** \$50,206.19 to \$65,269.04 per year

The Eaton County Road Commission is seeking a dedicated and detail-oriented **Accounting Technician** to join our team.

**Position Overview**

This position is responsible for a variety of accounting functions, with a primary focus on accounts payable and payroll. This role entails managing financial records, preparing reports, timely payments and compliance with applicable laws, regulations and standards.

**Qualifications**

- Associate's degree in accounting, finance, or related field, or equivalent experience
- Minimum of three (3) years of progressively responsible experience in accounts payable and payroll
- Proficiency in Microsoft Excel and other Microsoft Office applications
- Strong organizational, analytical, and problem-solving skills
- High level of accuracy and attention to detail
- Ability to maintain confidentiality and handle sensitive information
- Ability to communicate effectively with staff, vendors, and the public

**What We Offer**

- Competitive salary within the range of \$50,206.19 to \$65,269.04 annually.
- Comprehensive benefits package, including health insurance, retirement, and paid time off.
- Supportive, team-oriented work environment.

**How to Apply**

Qualified candidates are encouraged to submit a resume and application:

- **By Mail:** Eaton County Road Commission, 1112 Reynolds Road, Charlotte, MI 48813
- **By Email:** [ecrc@eatoncountyroad.com](mailto:ecrc@eatoncountyroad.com)

For a complete job description and to access the application form, visit our website at:

[www.eatoncountyroad.com/About-Us/Careers](http://www.eatoncountyroad.com/About-Us/Careers)

**Deadline**

Applications and resumes will be accepted until Wednesday, May 27, 2026.

The Eaton County Road Commission is an equal opportunity employer.