



JOB DESCRIPTION

TITLE: FINANCE DIRECTOR

DEPARTMENT: FINANCE

REPORTS TO: Township Manager

EEO JOB CATEGORY: Professional

DATE JOB DESCRIPTION COMPLETED: November 18, 2022

REPLACES JOB DESCRIPTION DATED: March 5, 2019

PURPOSE OF THIS POSITION: This is an administrative and supervisory position of considerable difficulty. This position is responsible for the management and maintenance of all finance records and transactions in the Township. Responsible for the administration of all insurances and coordination and upkeep of all benefit contracts. This position is confidential by nature.

TYPICAL EXAMPLES OF WORK: This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties may be required.

- Responsible for the general accounting and financial reporting functions of the Township, including but not limited to: budgets and budget controls, payroll, accounts payable and receivable, revenue distribution, cash management, insurance policies, bank reconciliations, accounting regulations, debt administration, preparation of liquid fuel and other scheduled state forms, and preparation of required paperwork including W-2's, 1099R, and 1096.
- Maintains a modified accrual system of accounting showing assets, liabilities, resources, and cost of operations to facilitate accurate current understanding of financial status and preparation of budgets, reports, and tax documents.
- Manages and supervises finance staff; plans and organizes workloads and staff assignments; standardizes procedures to improve efficiency and effectiveness of operations; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Establishes and monitors a strong system of internal controls, which includes risk assessment, control activities, information and communication.

- Coordinates work of external auditors to complete Township audits in compliance with GAAP and GASB in a timely manner; responsible for preparing Annual Financial Report and the Management Discussion and Analysis; serves as staff liaison to the elected Board of Auditors.
- Monitors the financial condition of the Township; oversees the Township bank accounts, funds and investments; manages investments in accordance with investment policies and cash flow needs, as well as state and federal regulations.
- Manages development of the Township's operating and capital budgets; assures that assigned areas of responsibilities are managed within budget; performs cost control activities, such as cost benefit analysis for major purchases, projects or processes as needed, and identifies opportunities to reduce the cost of providing Township services.
- Monitors revenues and expenditures; prepares monthly and year-end financial report for review by the Board of Supervisors.
- Oversees the Township's insurance and risk management policies, recommending carriers and coverages and serving as point of contact.
- Responsible for pension and OPEB trust administration and serves as staff liaison to the Pension Investment Advisory Committee.
- Develops financial analyses to forecast, estimate, and monitor the financial condition of the Township and anticipate budget impact; informs Township Manager and Board of Supervisors of any financial issues that will significantly affect Township operations; and prepares and communicates financial data and analysis needed for labor contract negotiations.
- Maintains petty cash fund. Sets standard operating procedure for all petty cash, procurement card or credit card purchases.
- Understands details of current employee handbook and employee contracts and implement the details of the contracts as they relate to salary, benefits, time off, and other financial and employee benefit items.
- Maintains all employee records, including payroll, payroll deductions (dues, voluntary benefits, and taxes), time off banks, health and other benefits, deferred compensation plans, unemployment benefits and personnel files.
- Manages the escrow accounts and regularly consults with developers, attorneys, engineers, and appropriate staff to verify the accuracy of such accounts.
- Tracks delinquent accounts and works to get all accounts up to date; reports problems to Manager.
- Posts real estate taxes and processes tax refunds.

- Prepares and sends out RFP's and RFQs for financial services as needed.
- Attends appropriate seminars and learning opportunities to stay current on all GFOA mandates and other changes that will impact the Township financially.
- Keeps abreast of legislation and regulations that could impact Township accounting or finances and advises on relevant implications and applications.
- All other duties as assigned by Township Manager or Board of Supervisors

NECESSARY OCCUPATIONAL TRAITS:

Supervision: Directly supervises all employees in the finance department to accomplish all daily work as noted above. Periodically supervises administrative clerical and seasonal personnel. Works directly with other department heads, solicitor, engineers, auditors, actuaries, vendors, clients, and agencies of the state and county governments. Reports directly to the Township Manager.

Knowledge: Ability to comprehend and apply modern governmental accounting and auditing methods and technology and professional analysis to the financial work of the Township. Willingness to continue to learn new concepts and ideas concerning local government finance.

Skills: Communicate effectively both orally and in writing. Organizational and management skills. Computer knowledge and proficiency in Microsoft Office and MUNIS software. Ability to research, write and edit statistical, financial and factual information.

Abilities: Ability to maintain strict confidentiality with employee information and records. Ability to plan, organize and direct the tasks of the Finance Department. Ability to analyze and resolve complicated problems. Ability to exercise good judgment, courtesy and tact in dealing with the public, associates and Township officials.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree from an accredited college or university in finance, accounting or similar fields. A degree in business or public administration may suffice with an appropriate level of government accounting experience. A master's degree in business, finance, public administration or a related field, and/or certification as a CPA, is preferred but not required.
- Minimum 7 years of professional accounting experience involving financial and budgetary activities in a governmental operation with supervisory, senior level professional management experience.
- Knowledge of principles and methods of government accounting, public finance

and fiscal planning, organization and functions of municipal government, payroll and accounts payable functions, budgetary and accounting and reporting systems, along with GASB knowledge.

- Familiarity with the principles and practices of public administration as applied to a wide range of municipal functions.
- Strong leadership and management skills, including the ability for self-motivation and team building.
- Good interpersonal communication skills and ability to establish and maintain effective working relationships.
- Strong written, verbal, organizational and math skills.
- Member of GFOA or similar professional government accounting organizations.
- Must be bondable.

PHYSICAL DEMANDS OF THE JOB

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee is frequently required to sit, stand, talk, hear, use office machines such as computers, telephone, copier, fax and other related office equipment.
- Employee may occasionally lift and move up to 25 lbs.
- Specific vision abilities required by this position include close vision and the ability to adjust focus.
- Work is usually performed in an office setting. Occasionally, attendance at meetings may require a different, noisy environment.

Signature: _____

Date: _____

Note: This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.