



JOB DESCRIPTION

TITLE: FINANCE & BENEFITS
DIRECTOR

DEPARTMENT: FINANCE

REPORTS TO: Township Manager
EEO JOB CATEGORY: Professional
DATE JOB DESCRIPTION COMPLETED: January 18, 2017
REPLACES JOB DESCRIPTION DATED: New

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 might be required.

- Prepares for manager monthly financial reports and monthly Year-to-Date budget- compared-to-actual reports. On-going review of three budget year cycle (last year, current year, next year.) Provides analysis, information and advice to the Township Manager regarding budget.
- Responsible for the general accounting and financial reporting functions of the Township, including budgets and budget controls, payroll, accounts payable and receivable, revenue distribution, insurance policies, bank reconciliations, accounting regulations, and other Township financial matters including, but not limited to, maintaining bonds, refinancing of debt, preparation of liquid fuel and other Scheduled State forms, and preparation of required governmental 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.

- Maintain petty cash fund. Set standard operating procedure for all petty cash, Purchase Card, or credit card purchases.
- Responsible to know details of current employee handbook and employee contracts and implement the details of the contracts as it relates to salary, benefits, time off, and other financial and employee benefit items.
- Manages the escrow accounts of the township 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.
- Maintain all employee records, including payroll, payroll deductions (dues, voluntary benefits, and taxes) time off banks, health and other benefits, deferred compensation plans, unemployment benefits, personnel files.
- Prepare pension information and participate in quarterly pension review meetings with the Financial Advisory committee. Serve as liaison and secretary to this committee.
- Responsible for monthly departmental report and annual departmental budget.
- Post real estate taxes and process tax refunds.
- Prepare and send out RFP's and RFQs for financial services as needed.
- Work with Township Manager to prepare overall budget proposals from various departments. Prepare final product to be presented by Manager.
- All employees are expected to attend training as directed by the Township Manager.
- Provide Budget spreadsheets, projections, and analysis of funds as required.
- Works with Manager to oversee the Township's short and long range financial planning programs including the development of alternative courses of action.
- Works with the township Manager and Department Heads to discuss initiatives, review operations, review departmental budgets, and assess and solve problems.
- Attends appropriate seminars and learning opportunities to stay current on all GFOA mandates and other changes that will impact the township financially.
- Research and evaluate consultant and other billings. Collect all debts due to Township with follow up on delinquent accounts.

- May perform the work or assignment of any employee assigned to the Finance Department at his or her sole discretion.
 - All other duties as assigned by Township Manager
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NECESSARY OCCUPATIONAL TRAITS:

Supervision: Directly supervises all employees in finance department, utilizing employees to accomplish all day to day work as noted above. Periodically supervises administrative clerical personnel and seasonal personnel. Works directly with other Department Heads, solicitor, engineer, auditors, actuaries, vendors, clients, and agencies of the State and County governments. Reports directly to the Township Manager.

Knowledge: Ability to comprehend analyze and apply modern approved governmental fiscal and related methods, modern accounting and auditing methods and techniques, and approved administrative methods to the fiscal, budget and other 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 skill in Microsoft Office, MUNIS Financial Software. Ability to research, write and edit statistical, financial and factual information.

Abilities: Ability to maintain strict confidentiality with confidential 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 exercises good judgment, courtesy and tact in dealing with the public, associates and township officials.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Finance, Accounting or similar fields. CPA preferred.
- Minimum 7 years' of professional accounting experience involving fiscal and budgetary activities in a governmental operation or non-profit organization with supervisory duties.
- Considerable knowledge of 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.
- Any equivalent experience and training that provides the required knowledge, skills and abilities will be considered.

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.

Applicant's 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.