

DEPARTMENT: FINANCE

JOB TITLE: FINANCE DIRECTOR

IMMEDIATE SUPERVISOR: TOWNSHIP MANAGER

REVISION DATE: May 23, 2019

POSITION SUMMARY

Perform comprehensive, professional financial and administrative work in planning, organizing and directing related financial activities of the Municipality. Work is performed under the general supervision of the Township Manager. Supervision is exercised over department staff.

Work is performed during regularly scheduled hours and will involve additional hours as needed. Attendance at evening meetings is required. The position is exempt under the Federal Fair Labor Standards Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Planning, directing and participating in the financial accounting system of the Township, including but not limited to collections, payroll and financial record-keeping; overseeing the accounts payable and purchasing function, preparation of financial reports and maintenance of financial records.
2. Responsible for the preparation, implementation and monitoring of the operating and capital budgets and provides comparative reports of the same, consistent with Township financial policies.
3. Responsible for forecasting, projecting and evaluating budgetary comparisons and estimates with input from all Township departments.
4. Plans, directs, supervises and participates in the general accounting functions of the Township.
5. Responsible for advising municipal officials, with supporting documentation, on financial matters of the Township.
6. Establishes and maintains the financial and accounting systems for the Township.

7. Assists the Township Manager, Assistant Township Managers and department heads with the development and implementation of financial procedures.
8. Evaluates the work performance of subordinates.
9. Prepares financial statements and related reports.
10. Oversees disbursement of municipal funds; administers the Township's cash management, investments and debt management programs.
11. Responsible for accurate payment of the Township's purchasing activities.
12. Responsible for GASB 34 compliance.
13. Maintains up-to-date, working knowledge of Generally Accepted Accounting Principles.
14. Performs all other duties or function as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Comprehensive knowledge of general laws and administrative policies governing municipal financial practice and procedures.
2. Comprehensive knowledge of the principles and practices of accounting and budgeting in government.
3. Thorough knowledge of Generally Accepted Accounting Principles.
4. Thorough knowledge of Government Accounting Standards Board Statements.
5. Thorough knowledge of the principles and practices of a municipal purchasing system.
6. Thorough knowledge of the practices, methods and laws relating to municipal bond financing.
7. Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, records and appropriate operating software.
8. Ability to prepare accurate, informative and timely financial reports.

9. Ability to plan, organize, direct and evaluate the work of subordinate employees.
10. Ability to establish and maintain effective working relationships with other employees, department heads and government officials and the public.
11. Ability to conduct long-range financial planning.
12. Ability to communicate technical ideas effectively, both orally and in writing.
13. Flexibility to handle multiple Township projects and assignments simultaneously.

QUALIFICATIONS

Education

1. Bachelor's degree in accounting, business administration or related field.

Experience/Training

1. Must have a minimum 5-8 years of related experience in the area of public finance.
2. Demonstrated leadership experience and a strong history of working with policy makers and elected officials.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

1. This is sedentary work requiring exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
2. Work requires reaching, manual dexterity, including repetitious numeric keypad typing, grasping and repetitive motions;
3. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer

data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and financial software; calculator, phone, copy and fax machine.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interviews and reference check.
- Job related tests may be required.

ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The duties listed in the above job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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

Finance Director _____ Date _____

Immediate Supervisor _____ Date _____