

**Director of Finance  
(Exempt-Full Time)**

**SUMMARY OF DUTIES**

Under the general direction of the Township Superintendent, maintains the Township's financial records. Manages accounts payable, accounts receivable, payroll, cash management program, and financial statement preparation. Assists in the preparation and administration of annual Township budget. Exercises discretion and independent judgment with regards to the Accounting Department and its employees. Provides Township Officials with information and advises on financially related matters.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages department employees by providing development opportunities, supervising, and appraising performance annually.
- Participates with other departments or conducts financially- related studies and projects such as annual budget preparation, utility rate studies, labor negotiations, and the like.
- Oversees the preparation and maintenance of the general ledger, accounts payable, accounts receivable.
- Supervises the payroll function, ensuring appropriate withholding, leave records, policy compliance, and the like.
- Coordinates purchase of Township supplies, equipment, and services such as computers, telecommunication equipment, and copy machines. Ensures that Township purchasing policies and guidelines are followed.
- Supervises the cash management function. Monitors and makes investment decisions to gain the most from Township dollars, consulting with the Township Treasurer regarding policy matters.
- Performs related duties such as working closely with the external auditors, keeping abreast of accounting automation, and the like.
- Participates as a member of Township management attending internal, Board, and external meetings. May represent the Township at seminars.
- Prepares and administers department budget in conformance with guidelines established by the Superintendent. Manages department in a cost-effective manner.
- Prepares all financial statements.
- Provides input and submits reports to the Superintendent and Township Board as appropriate.
- Performs other related duties and assignments as requested.

**PERFORMANCE MEASUREMENTS**

- Assist in developing and implementing programs to reduce costs, increase revenues, and add efficiencies.
- Effectively administer tax programs in accordance with all applicable laws.
- Administer cash management programs with the goal of decreasing costs and increasing earnings.
- Participate in statewide and local cooperatives to broaden purchasing operations and to obtain better pricing by combining orders with multiple communities.
- Monitor purchasing histories and activities identifying areas where purchases can be consolidated to allow for future cost reduction.
- Provide guidance to departments and vendors regarding purchasing practices.

## QUALIFICATIONS

<b>EDUCATION:</b>	The work requires a level of accounting and finance knowledge normally obtained through successful completion of four years college with a degree in Accounting or equivalent field.
<b>EXPERIENCE:</b>	The work requires familiarity with government finances, budgeting, staff management, and purchasing. This level of knowledge is normally obtained through five years of progressively responsible accounting or auditing experience. BS&A software experience desired. Experience in investment funding is also <i>highly desirable</i> .
<b>LICENSES:</b>	Requires possession of a valid Michigan Vehicle Operator's License.
<b>SKILLS/ABILITIES:</b>	Thorough knowledge of governmental accounting standards; thorough knowledge of Federal and State laws, ordinances, and regulations as they relate to accounting standards.
<b>OTHER:</b>	Must be able to speak, read, and write the English language.

## PHYSICAL AND MENTAL ACTIVITIES & REQUIREMENTS

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, stamina to maintain attention to detail despite interruptions, strength to lift and carry objects weighing up to 40 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position without causing an undue hardship on the employer

## WORKING CONDITIONS

Work is primarily performed in an office setting with the employee sitting at a desk.  
Works to meet deadlines several times each year.