

HOLLAND CHARTER TOWNSHIP
FINANCE DIRECTOR
Position Description

Basic Function: Under the general supervision of the Superintendent, responsible for the overall financial management of the Township; plans and directs its financial services operations and staff; performs a wide variety of management duties as assigned; performs work as the chief financial officer. Perform related work as required.

Supervision Received: Work is performed under the general direction of the Superintendent.

Supervision Exercised: This employee is responsible to supervise finance and accounting department employees and any other employees so directed by the Superintendent. Supervision includes organizing and monitoring duties and work assignments of employees to obtain required outcomes and objectives.

Responsibilities and Duties: An employee in this position may be called upon to do any or all of the following essential functions. (Employee may be expected to perform additional tasks as required.)

1. Manages the finance department operations. Plans, schedules, supervises and reviews the work of employees and activities of the department.
2. Manages the financial functions of the Township, including accounts payable, accounts receivable, utility and miscellaneous billing, debt management, fixed assets, grants administration, general ledger accounting and financial reporting. Maintains the general ledger system in accordance with generally accepted accounting principles and reconciles subsidiary information.
3. Reports on financial condition, including interim monthly and quarterly financial reports for department supervisors and for the Board of Trustees, and required local, state and federal reports.
4. Responsible for year-end closing of financial records, preparation for and coordination of the annual audit, and preparation of the annual financial report.
5. Supervises and coordinates the development and administration of the annual budget, including evaluating financial trends, development of financial planning for ongoing services, debt retirement, and capital projects and related financial matters.
6. Coordinates and prepares the annual multi-year capital improvement plan in conjunction with the annual budget development process.
7. Monitor and maintain proper records and reports for investments and long-term debt.
8. Coordinates and maintains Township's insurance program, including coordinating risk management and maintaining authorized insurance coverage and policies for property, liability, workers' compensation, employee health/medical, etc.
9. Research, provide information and otherwise support the Board and Superintendent on financial matters. Implement, maintain and update financial policies and procedures to comply with local, state and federal requirements and good management practices. Respond to financial inquiries from the public, businesses and other government agencies.

10. Assist the Treasurer with administration, record keeping and reporting activities relating to the Township's cash management and investment functions.
11. Perform other duties and work as assigned.

Desirable Qualifications for Employment: An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience:

1. The job requires knowledge normally acquired through the completion of a Bachelor's Degree (Master's Degree desirable) in accounting, finance, business management or related field.
2. Five years of experience in government accounting, budgeting, finance and treasury functions, practices, policies, regulations, including supervisory responsibility.
3. Thorough knowledge and application of principles, practices and procedures for accounting, budgeting, financial reporting, internal controls and related finance administration functions.
4. Interpersonal skills necessary to effectively communicate with other employees, public officials and the general public. Ability to communicate and present ideas effectively, both orally and in writing.
5. Supervisory skills necessary to effectively manage the daily operations and administration of assigned functions, including hiring, training, directing and evaluating employees.
6. Computer knowledge and skills to effectively utilize word processing, spreadsheet and computerized accounting and financial systems.
7. Mathematical ability to make complex mathematical calculations with speed and accuracy and ability to prepare and maintain accurate records and reports. Skill in compiling, maintaining and evaluating complex financial data and records.
8. Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public, other employees, elected officials, other government agencies and outside businesses.
9. Ability to work effectively under the pressures of meeting deadlines, working on multiple tasks and projects, giving high attention to detail, setting work priorities, etc.
10. Physical ability to frequently sit in one position and use computer keyboard, phone, calculator, and perform related desk top work activities for extended periods of time; occasionally lift/push/carry items weighing up to 20 pounds; talk, hear, see, walk, stand.

Working Conditions:

1. Normal office environment with little discomfort due to dirt, dust, noise and the like.
2. Extended working hours may be periodically needed to attend meetings at other than regular business hours and to meet deadlines and workload requirements.