Director of Finance
Finance Department

Job Description

Job Objective / General Definition:

A professional, full-time, and exempt department head position serving as a member of the Township's management team. The Director of Finance is responsible for the overall administration, management, and maintenance of the Township's financial records, accounts, and transactions. This position is confidential by nature.

Supervision:

The Director of Finance directly supervises all employees within the Finance Department and is responsible for directing and coordinating the department's day-to-day operations and activities.

The Director of Finance works closely with other department heads, solicitors, engineers, auditors, actuaries, vendors, clients, and State and County agencies. This position reports directly to the Township Manager.

Minimum Education, Training, and Experience Required:

- Bachelor's Degree in Finance, Accounting, or a related field. CPFO or CPA Certification preferred.
- Five (5) years of professional accounting experience involving fiscal or budgetary activities in a governmental operation or non-profit operation, including at least two (2) years in supervisory capacity.
- Proficiency with Microsoft Office, Caselle or equivalent, and ability to learn other software as required.
- Demonstrated experience supervising employees and managing departmental operations.
- Considerable knowledge of public finance and fiscal planning, municipal government operations, payroll and accounts payable functions, budgetary and accounting and reporting systems, GAAFR, GAAP, and GASB standards.
- Excellent oral and written communication skills, with the ability to research, write and edit statistical, financial and factual information.

Essential Job Functions:

- Comprehends, analyzes and applies 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.
- Continually develops and maintains knowledge of current practices, regulations and emerging trends in municipal finance. Attends trainings, seminars, and conferences necessary to stay current on all

GFOA mandates and other changes that will impact the township financially.

- Maintains strict confidentiality with confidential employee information and records.
- Anticipates, analyzes and resolves complicated problems.
- Prepares monthly and quarterly financial reports. On-going review of the tri-budget year cycle (last year, current year, next year.) Provides analysis, information and advice to the Township Manager regarding budgets.
- Oversees 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.
- Completes and submits all county, state and federal annual and special report filing.
- 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.
- Works with Township Administration to prepare annual budget utilizing proposals from all departments. In collaboration with the Assistant Township Manager, prepares the final draft budget to be presented by the Township Manager.
- Creates budget spreadsheets, projections, and analysis of funds as required. Works with Township Manager and Administration Department to oversee the Township's short- and long-range financial planning programs including the development of alternative courses of action.
- Prepares and coordinates the annual audit, liquid fuels audit, and pension audits.
- Serves as liaison to the appointed and elected auditors. Organizes and participates in the annual elected auditors re-organizational meeting.
- Serves as liaison to the Financial Advisory Committee. Prepares pension information and participates in quarterly meetings. Serves as liaison to the Actuary and prepares reports as requested to complete Annual Actuarial Reports.
- Maintains petty cash fund and sets standard operating procedures for all petty cash, purchase card, and/or credit card purchases.
- Maintains knowledge and understanding of details of current employee handbook, union contracts, and employee contracts and implements the details of the contracts as it relates to salary, benefits, time off, and other financial and employee benefit items.
- Through the A/P A/R Clerk, oversees 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.
- Through the Accountant/Payroll Clerk, maintains all payroll, payroll

deductions (dues, voluntary benefits, and taxes) time-off banks, , deferred compensation plans, and unemployment benefits.

- Prepares and manages the Finance Department budget.
- Assists the Administration Department in forecasting and drafting of the 5-year capital improvement plan.
- Posts real estate taxes and processes tax refunds.
- Prepares and distributes RFPs and RFQs for financial services as needed.
- Works with the Township Manager and Department Heads to discuss initiatives, review operations, review departmental budgets, and assess to solve problems.
- Researches and evaluates consultants and other billings. Collects all debts due to Township with follow up on delinquent accounts.
- Approves department expenditures as included in the annual budget unless explicitly approved by the Township Manager. Obtains pre-approval for all expenditures over $2,500 from the Township Manager
- Verifies compliance with public bidding, COSTARS and prevailing wage requirements.
- Plans, organizes and directs the tasks of the Finance Department. Manages and trains all Finance Department staff members.
- Reviews all the Finance Department staff members in accordance with the employee job descriptions and drafts and conducts annual performance evaluations.
- Exercises good judgment, courtesy and tact in dealing with the public, associates and township officials.
- Responsible for performing all other duties assigned by the Township Manager.

Physical Requirements:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodation to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to conduct the following while performing the duties of this job: sit, stand, talk, listen, walk, use hands to handle or feel objects, tools or controls, reach with hands or arms, lift, carry, push and pull up to 25 pounds. The employee is required to use office machines and must meet approved physical and medical standards set forth by the Township.

Selection Guidelines:
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 job change. The duties listed 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.

Formal application, rating of experience and education, oral interviews, reference checks, background checks, and job-related tests might be used to evaluate a Candidate’s qualifications for this position.

Evaluation:
Evaluated annually by the Township Manager.