

JOB DESCRIPTION

TITLE: FINANCE ADMINISTRATOR

Nature Of Work: Under the supervision of the Township Manager, serves as financial officer for the Township; plans and directs the maintenance of Township accounting records. Performs all other special projects and duties as assigned by the Manager. Coordinates finance team in carrying out all aspects of township financial activities and reporting.

Examples Of Work:

- Provides direction to implement the Board's finance and accounting strategy, to optimize the township's financial stability, performance, and strategic position.
- Assists in developing and maintaining internal audit controls
- Assists in the completion of the annual budget for consideration by the Board. Evaluates current revenue trends and forecasts year. Participates in meetings to evaluate departmental requests, assists the Manager in compiling the final budget request to be presented to the Board, and advises the Board in its budget deliberation. Attends budget hearings and meetings, researches data, answers inquiries, and assists in the recording of budget determination.
- Assists in development and maintains a comprehensive system for monitoring and reporting receipts and expenditures.
- Assists in development and revises accounting systems to meet Township requirements and public regulations.
- Evaluates financial trends and, when necessary, recommends courses of action to bring the budget into balance.
- May represent the Township in financial meetings and conferences.
- Assists the Township's auditors in the preparation of an Annual Audit Report.
- Assists in development and implements computer programs to place manual accounting processes on the computer.
- Coordinates the maintenance of accounting records and the compilation of monthly and year end reports and statements.
- Participates in the selection, training and evaluation of support staff.
- Assists the Treasurer in the reconciliation of all bank accounts.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: Possession of a bachelor's degree in finance, accounting or a related field.

Experience: A minimum of three to five years of progressively more responsible experience in municipal finance administration, preferably including investment and electronic data processing responsibilities.

Additional Preferred skills:

- Considerable knowledge of the professional principles and practices of public finance to administer the budget.
- Considerable knowledge of the professional practices of municipal accounting to effectively maintain the accounting system.
- Knowledge of governmental accounting processes.
- Considerable knowledge of the laws, rules and policies governing Township finance and accounting activities.
- Knowledge of basic personnel management skills.
- Skill in compiling and evaluating complex financial data.
- Skill in making effective oral and written presentations.
- Skill in establishing and maintaining effective working relationships with public officials, fellow employees and the general public.
- Familiarity with BS&A

Necessary Special Requirements: May be required to be bonded if job assignments involve the handling and exchange of money

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

For purposes of Employment Standards, this classification is not exempt from the overtime provisions of the Fair Labor Standards Act.

- Adopted by the Board of Trustees May 8, 2017