

CHARTER TOWNSHIP OF WHITE LAKE
Job Description

FINANCE DIRECTOR

Department: CLERK / ACCOUNTING

EXEMPT

GENERAL STATEMENT OF DUTIES: This position is responsible for performing a variety of financial reporting for all aspects of the township under GASB and GAAP. The position is responsible for preparing and overseeing the annual township budget and working with Department Heads to develop budgets.

SUPERVISION RECEIVED: The Finance Director reports to the Township Clerk.

ESSENTIAL JOB FUNCTIONS:

- Prepares the Township budgets in coordination with the Township Supervisor and Department Heads. Assembles data, prepares worksheets and reports, communicate and research key economic indicators with department heads. In addition to supporting department heads with financial information and inquiries.
- Reviews monthly budgeted funds, recommends and prepares budget amendments and or adjustments as necessary. Prepares actual reports for the board.
- Responsible for content of annual financial report and overseeing annual audit with auditing firm. Responsible for ensuring the accuracy and timeliness of financial information. Oversee and prepares 90% of year end audit schedules.
- Performs month end general ledger review and reconciliations of all funds including accounts payable, cash accounts, accounts receivable and inter-fund transactions.
- Maintains the Uniform Chart of accounts according to the Michigan Department of Treasury.
- Prepare Michigan State report (PA-202) Retirement System Annual Report.
- Prepare Annual Cities, Villages, Townships Revenue Sharing (CVTRS) report to be eligible for additional state funding.
- Support and provide financial information to all departments including forecasting financial data and millage rates for the support of the Townships general, police and fire funds.

- Interface with the Treasurer's staff regarding tax collections, debt service, and bank reconciliations.
- Implement and account for multiple GASBs to stay compliant with account and financial reporting including but not limited to pension reporting,
 - OPEB reporting,
 - government wide finance statements,
 - accounting for fiduciary activities,
 - tax abatement disclosures,
 - reidentification of fund balance disclosures.
- Manage the accounting for multiple special assessments and maintain special assessment districts.
- Account for special funding mechanisms, such as Drinking Water Revolving Fund (DWRP), Grants and Bonds.
- Maintain accounting for all construction projects.
- Implementation of new accounting and payroll software.
- Work with DPS for the accounting of all sewer connections and grinder installations.
- Manage accounts payable and township payroll as well as have working knowledge of both systems.

Education / Qualifications:

Bachelor's degree in Business, Finance or a related field and a minimum of five years' experience in municipal accounting or finance. Proficient in the use of Excel. Previous experience using accounting and payroll software preferred.

This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that comprise this position.

Physical Demands:

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. While performing the duties of this job the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Hand-eye coordination necessary to operate computers and various office equipment.

Finance Director Wage Scale

Start:	\$84,000
1 Year:	\$87,000
2 Year:	\$90,000
3 Year:	\$93,000
4 Year:	\$96,000