Job Description

Position Title: Director Finance  
Supervisor’s Title: Chief Administrative Officer / Mayor

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law. 234.

1. SUPERVISED BY
   In accordance with the Home Rule Charter and Administrative code the position reports to the Mayor and Chief Administrative Officer.

2. SUPERVISES
   Employees in the finance and tax office.

3. JOB IS: Full Time

5. WORK SCHEDULE: Monday – Friday from 9:00 a.m. to 4:30 p.m. normally. Position is an executive level position and work schedule is flexible and is not entitled to overtime.

6. SPECIAL SCHEDULE: Available, as necessary,

7. EFFECTIVE DATE:

8. POSITION PURPOSE
   (This is a brief statement highlighting the major purpose of the position. It is NOT a listing of tasks and duties. It does note the overall responsibility of the position.)

   The Director of Finance shall be responsible for the administration of activities pertaining to the expenditure, accounting, investment, custody of municipal funds and assets under the direction of the Chief Administrative Officer.

9. MINIMUM REQUIREMENTS TO HOLD THIS POSITION
   (Requirements include such facts as level of job knowledge or experience, education, and other qualities an individual should possess to meet the minimum requirements for this position.)

   A. Education:
      - College degree in business or finance. Master degree a plus
      - Prior experience in government or financial industry a plus
10. ESSENTIAL FUNCTIONS OF THE JOB
(Fundamental abilities required to hold this job Section 5.09 Ordinance 2507 & 2754)

A. GENERAL ABILITIES
- Maintain uniform accounting system in accordance with generally accepted principles of government accounting.
- Pre-Audit in accordance with generally accepted principles of governmental auditing, fiscal transaction of all municipal units
- Disburse all payments for authorized expenditures
- Deposit monies in depositories authorized.
- Provide for the prudent investment of monies
- Provide custody of fidelity bonds of officers and employees, except his or her own, which shall be in the custody of the mayor and provide custody of all deeds, mortgages contracts, judgements, noted debts and securities, bonds insurance policies and other forms of negotiable instruments owned by the township.
- Supervise the lease, rental, sale or other use of property not used by Township units.
- Aid the Chief Administrative Officer in administering the purchase system.
- Administer mercantile tax, business privilege, and emergency service tax and audit procedures of these programs.
- Pursuant to section 504 c ( ordinance 2507) Take charge of all monies from all sources and promptly deposit same in the appropriate institution and keep distinct accounts of all sums received from taxes and other sources insuring that these accounts be open to inspection of the Mayor, members of Council and auditors appointed by council.
- Pursuant to section 504 D ( ordinance 2507 & 2754) Act as Tax Collector and collect all taxes and fee levied by the Township
- Prepare the annual budget, issuing monthly budget reports and other financial information.
- Maintain the fixed asset inventory system.
- Be responsible for processing employee payroll and remitting related withholding taxes.
- Must be able to supervise and give direction to staff
- Must be able to speak with the public in a professional and courteous manner.

B. PHYSICAL DEMANDS OF JOB

I. During the ENTIRE workday, this job requires the physical ability to:
   A) Sit for up to: 3.5 hour
   B) Stand for up to: 2 hours
C) Walk for up to: 1 hours

II. Job requires the physical ability to LIFT or CARRY
A) Up to 30 pounds occasionally

III. Job requires the physical ability to PUSH or PULL
A) Up to 30 pounds occasionally

Job requires the physical ability to use a phone and computer.

VI. Job requires the physical ability to function in activities involving:
A) OCCASIONALLY:
B) FREQUENTLY: Bending, climbing, reaching, and being around files and people.

C) CONTINUOUSLY: deal with people and the general public