

**JOB DESCRIPTION**

**Finance Director/Treasurer**

DEPARTMENT: Finance and Treasury

SUPERVISED BY: Village Manager

SUPERVISES: All full-time, part-time, temporary, and seasonal employees of the

Department and independent contractors

BARGAINING UNIT: None

FLSA STATUS: Exempt

POSITION STATUS: Full Time

**General Summary:**

The Finance Director/Treasurer works under the general supervision of the Village Manager and plans and directs the operations of the Finance and Treasury Department. Responsible for all financial operations of the village, including ensuring accurate accounting of all village funds, investing idle cash, collecting receivables, administering payroll and accounts payable, assisting with debt issuance and management, and assisting in the preparation of the annual village budget. Supervises and trains employees, prepares departmental policies and procedures, prepares departmental budget and administers same. Performs all administrative functions for the department.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Manages the operations of the Finance and Treasury Department. Plans, schedules, coordinates, and supervises the staff and activities of the department.
2. Responsible for all financial functions of the village, including cash receipting, bank deposits, accounts payable, payroll, employee benefits administration, grants administration, debt management, risk management, investment of funds to maximize safety, liquidity, and yield, and preparation of financial reports. Responsible for monitoring the performance of employee retirement programs and maintaining compliance with plan documents and other requirements.
3. Assists the Village Manager in the development and administration of the village’s annual budget and multi-year capital planning program and assists department directors with the same. Develops estimates of future revenues and expenditures. Advises the Village Manager and Village Council on financial matters.
4. Responsible for the collection of all tax and other revenues. Oversees the disbursement of revenue to other local units as necessary and participates in the annual tax settlement with the county if required. Responsible for the collection of personal property taxes if required.
5. Performs cashier responsibilities and assists with customer service at the front counter as necessary.
6. Prepares or supervises the preparation of various county, state, and federal forms and reports as required. Ensures maintenance and accuracy of department records.
7. Provides the Village Manager and Village Council with monthly budget performance reports and other financial reports as may be required by the Village Manager or Village Council from time to time. Responsible for monitoring budget performance and for routinely preparing and recommending budget amendments to the Village Manager as necessary to maintain a balanced budget. Assists the Village Manager in preparing periodic budget amendments for approval by the Village Council.
8. Responsible for coordinating and supervising the work of the village’s auditors, including assisting in the year-end closing of financial records and providing needed documentation, schedules, and information to the auditors.
9. Provides information and advises the Village Manager and Village Council on financial matters. Responds to inquiries for financial information from the public and other governmental units. Responsible for administration of the village’s Community Development Block Grant (CDBG) program.
10. Implements, maintains, and updates departmental policies and procedures to comply with federal, state, and local requirements. Responsible for the public posting of financial notices, reports, and other documents in public media, at village offices, and online as required and for coordinating the same with the Village Clerk.
11. Invests or oversees the investment of village funds. Ensures maximum return, safety, and liquidity for investments within statutory or local requirements or needs. Advises the Village Manager and Village Council on proper investment policies and procedures.
12. Assists the Village Manager and Village Council with financial analyses relating to collective bargaining, employment benefits options, pension and other post-employment benefit (OPEB) costs, and compliance with relevant state requirements.
13. Responsible for the installation, maintenance, updating, periodic evaluation, and replacement of the village’s financial accounting software, including coordination of such efforts with the village’s information technology consultants when necessary, and making recommendations to the Village Manager regularly regarding the same.
14. Organizes, plans, designs, implements, supervises, coordinates, and evaluates departmental workplace safety programs and policies for all departmental operations in compliance with federal, state, and local laws, policies, and regulations; maintain required reports and other documents related to the safety program.
15. Assists other village departments with financial matters as necessary.
16. Performs all related tasks as required or as directed by the Village Manager.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

1. Bachelor degree in finance, accounting, public administration, or related field, or Certified Public Accountant (CPA) with a minimum of three (3) years of municipal finance, budgeting, accounting, and supervisory experience. An additional four (4) years of work experience may waive the degree or CPA requirement at the discretion of the Village Manager.
2. Valid State of Michigan driver license or ability to obtain one immediately upon hire.
3. Thorough knowledge of the principles, methods, and techniques of bookkeeping, accounting, internal controls, and financial reporting.
4. Considerable knowledge of computer hardware and software operating in a Windows, networking environment, including proficient working knowledge of the Microsoft Office suite of applications.
5. Considerable knowledge of governmental fund accounting.
6. Skill in interpreting financial data and developing operating and capital budgets.
7. Skill in training and supervising others.
8. Skill in answering inquiries from the public, village staff, and other governmental units regarding department operations and the financial condition of the village.
9. Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public, village staff, elected officials, governmental agencies, and vendors.
10. Ability to communicate effectively and present ideas orally and in writing.
11. Ability to work effectively under stress and with sudden changes in work priorities.
12. Ability to prepare and maintain accurate records and reports and to perform mathematical computations quickly and accurately.
13. Capacity to effectively lead employee work teams and ability to effectively plan, assign, supervise, evaluate, direct, instruct, and coordinate the work of others.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly required to be able to complete the following physical requirements:***

1. Regularly required to use hands to finger, handle, or feel.
2. Frequently required to talk or hear, walk, sit, stand, and reach with hands and arms.
3. Frequently required to use close vision and adjust eyesight focus.
4. Occasionally required to stoop, kneel, crouch, crawl, or travel to other locations.
5. Occasionally lift and/or move light weight items.

***While performing the duties of this job, the employee will be regularly exposed to the following working conditions and environmental factors:***

1. Frequently exposed to typical business office environmental conditions.
2. Occasionally exposed to moderate noise.
3. Occasionally exposed to inclement weather, including rain, snow, sleet, ice, and wind when traveling.

Approved: 01/12/2015

Revised: 00/00/2023