

**FINANCE DIRECTOR  
SUMPTER TOWNSHIP, MI**

**Position Description**

**QUALIFICATIONS:**

**Knowledge:**

- Bachelor's Degree with a concentration in Accounting & Finance
- (5) years of professional experience in municipal accounting
- Proficiency in computers and technology to effectively utilize software applications to include BS&A Accounting software, MicroSoft Office platforms at a highly proficient level
- Understanding of relevant legislation, policies and procedures relating to municipal accounting and taxation
- Experience in Budgetary preparations and process
- Supervisory experience is preferred

**Skill Sets:**

- High degree of tact and public relations skills
- Strong leadership
- Work independently
- Analytical and problem-solving skills
- Decision making skills
- Stress management skills
- Time management skills
- Sound judgment skills
- Effective verbal and listening communications skills

**CORE FUNCTIONS:**

- Manage the accounting department and accounting employee(s)
- Oversee accounts payable processing and all general ledger activity; including bank reconciliation(s) and preparation of journal entries for all general ledger accounts
- Monitor all Township accounting activity; including but not limited to; banking, payroll, cash receipts, utility billing, accounts receivable, deposits payable and bonds payable
- Manage the budgeting process, meeting with Board officials and department heads and preparing the necessary reports for Board approval
- Maintain cash flow by reviewing bank activity and reconciling monthly reports
- Monitor all investments and make recommendations to the Board for any opportunities to improve performance
- Prepare any requested financial analysis for use in management decisions
- Assist as necessary with union negotiations

- Prepare and update any financial policies, as necessary or requested by the Board
- Work with management to periodically review insurance coverage
- Prepare workpapers for the auditors and oversee the auditing process
- Duties listed are not all inclusive

#### PERSONAL ATTRIBUTES:

- Honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Creative problem solver