

# Sumpter Township Position Description

## Finance Director

<b>Department:</b>	Supervisor / Clerk
<b>Reports To:</b>	Township Supervisor / Township Clerk
<b>Job Location:</b>	23480 Sumpter Road, Belleville, MI 48103
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	DOQ \$75,000 - \$90,000
<b>Deadline to apply:</b>	Open until filled
<b>Work Week:</b>	Monday – Friday 8:30a – 4:30pm

### Summary:

Performs Finance, Accounting, Human Resources, Payroll, and other administrative duties related to the operations of the Clerk's and Supervisor's Office. This is a non-union management position and supervises other staff.

### Essential Duties and Responsibilities

#### Accounting

- Manage the accounting department and accounting employee.
- Oversee and monitor accounts payable processing and all general ledger activity, including bank reconciliation(s) and preparation of journal entries for all general ledger accounts.
- Review monthly all journal entries and general ledger for accuracy, review budget to actual revenues and expenditures for reasonableness, and reach out to department heads with areas of concern.
- Provide monthly financial statements to the Township Administrator, Department Heads, and Board.
- Work with financial software provider to ensure our products are fully utilized.
- Assist the Township Administrator with budget preparation.
- Provide accurate and timely information and report requests.
- Keep accurate and viable detail of all township assets.
- Keep up-to-date with all GAAP and GASB pronouncement, keeping Chart of Accounts regulated.
- Assist as necessary with union negotiations.

#### Human Resources/Payroll

- Serve as the payroll software point-of-contact. Complete payroll functions in order to ensure staff are paid in an accurate and timely manner, including onboarding.
- Oversee and ensure that ADP process forms such as W2s, W4s, and benefit enrollment forms.
- Review rates and pay, wage computation, and other information to detect and reconcile payroll discrepancies.
- Batch time sheets for data entry, enter payroll information, prepare and distribute ACH files, distribute any paycheck stubs.
- Prepare and remit source deductions and payroll tax to outside vendors and other departments.
- Any other duties as directed by the Township Board of Trustees.
- Prepare policies, descriptions, and postings for all jobs at the township.

## Qualifications:

### Education and Experience

- Bachelor's Degree in Business, Finance or related field, required.
- Supervisory experience is preferred.
- Experience in Budgetary preparations and process.

### Skills and Required Abilities

- Knowledge of the professional principles and practices of payroll, accounting and finance.
- Proficiency in computers and technology.
- Ability to work independently as well as a member or leader of a team.
- High degree of tact, honesty, respect for others, and excellent public relations skills.