

INGHAM COUNTY ROAD COMMISSION

DIRECTOR OF FINANCE

Starting Salary: \$65,762 - \$72,854

Deadline: Open Until Filled

Requirements: Resume, cover letter, copy of college transcripts and Ingham County Road Commission Application

INGHAM COUNTY ROAD COMMISSION

JOB DESCRIPTION

DIRECTOR OF FINANCE

General Summary:

Under the general direction of the Managing Director, manages the accounting and financial functions of the Road Commission and supervises the Finance Department staff. Serves as the agency's lead accountant. Oversees, monitors and/or handles the flow and reporting of financial data, preparation of annual budgets, bank accounts, cash flow, investments, payroll, project accounts, purchasing, inventory, payables and receivables, ledgers, journals, and other accounting records, and annual financial statements in compliance with applicable laws, regulations, policies and accounting standards.

Essential Functions:

1. Supervises, delegates work, and trains Finance Department staff. Assists in interviewing and hiring of Finance Department personnel. Hires temporary office staff for the Finance Department.
2. Oversees and/or coordinates the flow of financial data between the office, stockroom, administrative staff, County Treasurer, banks, Michigan Department of Transportation, certified public accountants, and various other auditors.
3. Works in conjunction with the Managing Director and department directors to prepare the annual operating budget for submission to the Board. Monitors monthly budget reports and, as necessary, recommends budget adjustments to the Managing Director and the Board.
4. Reviews and approves all payrolls and accounts payables. Monitors cash balances, cash flow and projected cash needs. Invests funds or liquidates investments as needed to meet Road Commission financial obligations.

5. Oversees bank account balancing, maintenance of journals and ledgers, prepares monthly trial balances and records adjusting entries and closing entries for the Road Commission general operating fund. Oversees journals and ledgers for the fixed asset fund and highway bond funds (if any).
6. Prepares Annual Act 51 Financial Report, financial statements and year end financial reports that comply with generally accepted accounting procedures.
7. Prepares township cost share data, maintaining a file of current balance status. Oversees township invoicing for annual cost sharing programs. Verifies and records deposits and prepares township billing for maintenance and construction matching programs and to townships and others for sundry accounts receivable. Responds to questions from township officials and other officials regarding the status of accounts and funding.
8. Oversees preparation of deposits and transfers funds for voucher payments and payrolls.
9. Oversees coordination of general ledger with physical inventory.
10. Oversees maintenance of various subsidiary ledgers such as fixed assets, purchases, disposals, depreciation, road abandonment, and road easements.
11. Oversees maintenance of computers, network system, internet, and web site. Researches and develops new data processing applications for accounting functions.
12. Maintains federal and state aid project accounts and account records.
13. Maintains accurate depreciation and capitalization records on all Road Commission equipment, buildings and infrastructure.
14. Gathers and interprets data used in the preparation of statistical and financial reports for various state, county and township government agencies.
15. Keeps current on changes in federal and state regulations that require new or revised accounting procedures and/or policies. Recommends changes in Road Commission financial forms, procedures and policies in order to ensure compliance and implements changes adopted by the Board.
16. Attends Board meetings and provides input on decisions regarding finance. Performs special financial projects for the Board and/or Managing Director, as needed.
17. Attends seminars and meetings and reads literature to keep abreast of new developments and techniques in management, risk management, budgeting, and accounting.

Other Functions:

Performs other duties as assigned

(This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.)

Employment Qualifications:

Education: Bachelor's Degree in Accounting or Finance from an accredited College or University.

Experience: Minimum six (6) years of management experience preferably in a public sector organization with substantial experience in finance and accounting.

Other Requirements: Possession of a valid Michigan driver's license.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

Physical Requirements:

- Ability to travel to other locations.
- Ability to communicate verbally, and in writing.
- Ability to enter and access information from a computer.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- Works in office conditions.
- Travels to other locations to attend meetings.

Director of Finance
November 2011