

**SAGINAW CHARTER TOWNSHIP
JOB DESCRIPTION**

**DIRECTOR OF FISCAL SERVICES
(\$76,848 - \$103,744)**

Supervised By: Township Manager
Supervises: Fiscal Services employees

Position Summary:

Under the general direction of the Township Manager, plans, organizes and directs all centralized accounting programs and provides administrative direction for other centralized services such as automated systems. Maintains the Clerk's financial records and plays a prominent role in budget coordination and preparation.

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. Directs the general accounting activities of the Township including the maintenance of general ledgers and related subsidiary records. Develops accounting methods and controls.
2. Coordinates the financial operations of the Clerk's, Treasurer's and utility billing functions as needed. Assists these office personnel in utilizing, maintaining and closing their financial records. Insures that financial functions can be carried on in the absence of any personnel in these offices.
3. Keeps the Clerk's financial records such as general ledger, accounts receivable, accounts payable, budget reports, subsidiary records and journals and annual closing.
4. Prepares financial reports reflecting the financial status of the Township's departments and special funds administered by the Township, including the final draft of the annual audited financial statement.
5. Completes and files required financial statements with State and Federal Agencies.
6. Develops and maintains internal audit controls.
7. Oversees the preparation of checks drawn on Township accounts and the availability of monies to cover those checks.

8. Makes revenue forecasts and cash flow projections, as needed.
9. Working with the Township Manager, develops the annual budget for approval, and monitors the final budget throughout the year. Develops periodic status reports for the Township Board and other Township Officials.
10. Oversees the preparation of payroll for Township employees and the maintenance of personnel records.
11. Oversees any required state and federal reports on grants, payroll and overall financial status.
12. Reviews pending legislation on a periodic basis to evaluate its effect on financial operations of the Township. Develops methods to implement legislation after it is enacted.
13. Prepares statistical reports to aid administration in decision making (union contracts, financing capital projects, etc.). Works with administration in preparation of policies of a financial nature (purchasing policy, private financed construction, deferred compensation, etc.).
14. Trains department personnel in use of mainframe computer programs on an as-needed basis. Acts as problem-solver for programs and equipment. Backs-up files and programs.
15. Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

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 accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's degree in accounting, finance, or related field.
- Seven years of progressively responsible experience in accounting and financial management in a municipal setting including some administrative and information systems experience.
- Thorough knowledge of the principles, practices and legal regulations of municipal finance, budgeting, accounting, and investing.

- Thorough knowledge of the methods and techniques of financial analysis, accounting, and financial reporting.
- Thorough knowledge of public management techniques involved in operations management, personnel administration, and labor negotiations.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in assembling and analyzing financial data, developing operating and capital budgets, and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Skill in the use of office equipment and technology, including computers and financial software, and the ability to master new technologies.
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changing work priorities.
- Ability to evaluate a variety of municipal financial services, analyze operating issues and establish internal policy and procedural recommendations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, elected officials, the media, professional contacts, and the public.
- Ability to effectively train, lead and motivate employees and supervise and evaluate the work of others.
- Fluent in BS&A Accounting Programs:
- Three or more years of supervisory experience for a fiscal department

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 talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit, use hands

to finger, handle, or feel, and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.