

## LOWER ALLEN TOWNSHIP JOB DESCRIPTION



|  |                               |                           |                                   |
|--|-------------------------------|---------------------------|-----------------------------------|
| <b>POSITION TITLE:</b><br>FINANCE DIRECTOR |                               | <b>BAND:</b><br>EXECUTIVE | <b>BBP CLASS:</b><br>2            |
| <b>DEPARTMENT:</b><br>FINANCE              | <b>SUPERVISOR:</b><br>MANAGER |                           | <b>ACCOUNTABILITY:</b><br>MANAGER |
| <b>NAME:</b>                               |                               | <b>ISSUE DATE:</b>        | <b>PAGES</b><br>3                 |

### **POSITION SUMMARY:**

This is supervisory financial management and administrative work. Duties involve all aspects of financial management to include computer operations, general administrative management, record-keeping and reports. Assignments require analytic and evaluative thinking, independence and judgment and are carried out in accordance with reference to past and developing practices, policies, procedures, and legal requirements. Work involves some hours after normal Township office hours. This is an exempt position.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Knowledge and understanding of Fund Accounting.

Supervises, trains, and reviews the work of subordinate employees.

Works with the professional auditor to assure that all Generally Accepted Accounting Principles are observed and maintained.

Conducts financial analysis and forecasting to develop fiscal policies and procedures.

Prepares the Township budget based on input from Directors and Department Heads for Board action; monitors performance after budget adoption.

Accounts for fixed assets and develops and maintains a 5-year Capital Purchase Plan.

Develops and implements systems to safeguard Township assets in order to minimize financial losses.

Administers cash management policies; invests funds and establishes working relationships with custodial banks; reviews bond proposals.

Administers the Township pension funds; prepares legally mandated reports.

Administers the State Liquid Fuels program; prepares legally mandated reports.

Develops and maintains computerized financial management systems.

Manages long-term debt, recommends debt solutions, and evaluates risk.

Attends Board of Commissioners Meetings and other meetings as required.

Works with management team to develop revenue sources, improve efficiency, and control costs.

Participates in management improvement committees; provides input and initiates tryouts of accepted suggestions.

Financial data tracking and reporting for all grant programs.

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Preparation of statistical and financial reports, and presentation of data narrative in an easily understood and meaningful manner. Ability to produce a Comprehensive Annual Financial Report.

### **OTHER FUNCTIONS:**

Performs research within areas of responsibility and prepares relevant technical information and reports.

Plans, assigns, and reviews the work of staff engaged in processing financial, budgetary, computer, purchasing, payroll, and insurance records.

Maintains a variety of administrative records and prepares correspondence, narrative and statistical reports.

Knowledge of municipal government organization and functions.

Represents Township and Township finances throughout community and state/national financial environment.

Support and promote the Township Mission Statement.

Strives to obtain competency in accordance with performance evaluation measures.

Other related duties as assigned.

### **QUALIFICATIONS:**

Citizen or National of the United States, a lawful permanent resident alien, or an alien authorized to work in the United States.

B.A/B.S with a major in accounting, finance, business administration, or related area.

Three years of progressively responsible professional experience in financial or related administration, including one year in government or working with a government.

Thorough knowledge of municipal financial principles and practices including budgeting, cash management, capital financing investments, insurance, employee benefits, purchasing and payroll.

Able to be bonded.

Knowledge of public purchasing principles and practices.

Some knowledge of supervisory principles and practices.

Skill in analyzing and evaluating quantitative data.

Ability to communicate effectively and professionally in English both verbally and in writing.

Ability to train subordinates.

Ability to plan work effectively.

Ability to establish and maintain effective working relations with associates, financial institutions, vendors, the general public, and government officials.

Ability to sit or stand for extended periods of time.

Working knowledge of the Township's suite of office software or similar software.

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Offer of employment is contingent upon the successful completion of a satisfactory: physical examination (full-time personnel only) and background investigation result (full/part-time and temporary personnel).

END

**I have read the foregoing job description and certify that I can perform all aspects of the job as required by Lower Allen Township.**

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Employee

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Date

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Supervisor

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Date