

FINANCE DIRECTOR

GENERAL DEFINITION

This is supervisory administrative management work. Duties involve financial management, computer operations, record keeping and reports.

Assignments require judgment, analytic and evaluative thinking, and are carried out in accordance with established and developing policies, practices, and procedures, and legal requirements. Work involves some non-traditional hours.

SUPERVISION RECEIVED

Work is generally supervised by the Borough Manager.

SUPERVISION EXERCISED

Supervision exercised over finance and clerical staff.

KEY JOB RESPONSIBILITIES (Illustrative Only)

Develops and implements financial information and analyses for developing policies and making management decisions.

Assists Borough Manager with preparation of the overall borough budget based on input by department heads, analysis of the past, program changes and costing future needs; recommends tax rates consistent with budget needs.

Manages the budget recording revenues and expenditures, issuing periodic status reports and recommending adjustments.

Maintains schedules of new and retired assets and schedules of depreciation and asset values. Prepares annual financial statements and records for audit.

Evaluates vendors, develops bid specifications and reviews bids.

Supervises accounting record keeping; approves adjustments and authorizes bill payments.

Administers cash management policies including fund investments.

Prepares financial reports including those mandated by county, state, and federal governments.

Oversees borough computer activities; recommends the purchase of hardware and software; acquisition and modification of software programs; develops and maintains an automated financial and administrative management system.

Identifies needed management improvements, develops, initiates tryouts and implement procedures.

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

Supervises the work of borough clerical staff engaged in processing financial, budgetary, utility billing, computer, administrative and technical records and reports; assigns and reviews work. Implements new policies as required.

Applies for grants related to municipal operations; maintains required records and completes and submits all required information.

Helps develop and implement employee performance evaluation and compensation plans and other personnel administrative initiatives.

Recommends personnel actions and maintains appropriate documentation; trains employees, assigns work, evaluates employee performance, approves leave and codes employee work time.

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

Maintains general liability, employee health insurance and pension plans. Recommends changes consistent with budget needs.

Performs other work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of financial management principles and practices.

Considerable knowledge of office automation principles and practices.

Knowledge of municipal government organization and functions.

Some knowledge of supervisory principles and practices.

Skill in analyzing and evaluating quantitative data and administrative functions.

Ability to expeditiously learn and apply legal and regulatory provisions relating to borough administrative management.

Ability to prepare statistical and financial reports, and to present data narrative in an easily understood and meaningful manner.

Ability to perform arithmetic computations accurately and correctly.

Ability to communicate well, orally and in writing.

Ability to train subordinates.

Ability to plan and organize office work effectively.

Ability to physically and mentally perform all essential job functions.

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

PHYSICAL REQUIREMENTS

Ability to sit for up to 4-8 hours per work day.

Ability to use both the right and left hand for repetitive actions including typing and writing.

JOB LOCATION (Places where work is performed)

Borough Hall Building and areas inside and outside the Borough.

EQUIPMENT (Examples of machines, devices, tools, etc., used in job performance):

Borough or personal vehicle, computer, two-way radio, cellular phone, standard office equipment.

EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university in accounting, business administration, computer science, public administration, or a related field.

Two years of progressively responsible professional experience in accounting, financial or related administration, including one year in, or work with, government.

Or any equivalent combination of acceptable education and experience.

LICENSE

None.

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Approved: _____ Date: _____

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