

**Position:** Finance Director

**Employer:** Charter Township of Brownstown

**Population:** 30,627

**Compensation:** 65,000 – 90,000 Depending on qualifications

**Closing Date:** Open until filled

**To Apply:** Send cover letter, résumé, and references to:

Charter Township of Brownstown  
Attn: Amy Whipple, Deputy Clerk  
21313 Telegraph Road  
Brownstown, MI 48183

**Job Summary:** The Finance Director plans, organizes, directs, oversees and participates in the financial operations of the township including financial accounting, financial reporting, payroll, and accounts payable/receivable, under the supervision of the Township Clerk. This position is responsible for performing professional accounting work relative to budgeting, financial reporting, oversight of the annual audit and general ledger maintenance for township funds and activities.

A Bachelor's degree from an accredited university in finance, accounting, or closely related field is required, with a CPA designation preferred. Candidates should have a minimum of 5 years of experience in governmental accounting with supervisory experience preferred.

A preferred candidate for this position should be organized, thorough, and possess high character and excellent communication skills. In addition, they should be a leader who is willing to be "hands-on" as a manager of and mentor to staff in the Accounting Department.

**Supervision:** Work is performed under the direction and responsibility of the Township Clerk/Deputy Clerk.

**Education, Experience and Abilities:**

\*The list below is intended to provide a general overview of some of the qualifications that will be considered in hiring for this position. The qualifications below are not meant to be an exhaustive list and other items may be taken into consideration in the evaluation and hiring for this position.

- Directs the maintenance and control of all accounting and financial reporting systems in a manner consistent with established municipal accounting principles and procedures.
- High personal character with a strong work ethic. Willingness to hold self and others accountable for the success of the department.
- Bachelor's degree in accounting, finance or closely related field required with CPA designation preferred.

- Minimum of 5 years of experience in municipal accounting required with municipal supervisory experience strongly preferred
- Strong written, verbal and interpersonal communication skills in order to effectively communicate with a diverse population of colleagues, professional partners, and members of the public.
- Considerable knowledge of government accounting principles, practices and procedures, and standards, including GASB pronouncements.
- Ability to follow, enforce and communicate accounting procedures and policies in a courteous and professional manner.
- Ability to manage accounting staff, including assignment and review of workflow.
- Ability to prepare complex financial records and reports in a timely and accurate manner.
- Ability to display good judgment, initiative and resourcefulness in solving problems.
- Ability to make quick and accurate decisions while under pressure.
- BS&A Software experience preferred.

### **Position Responsibilities**

\*These examples are intended to provide a general overview of the specific duties and responsibilities of the Finance Director. The responsibilities below are not meant to be an exhaustive list of all tasks and duties performed by the Finance Director.

- Directs the maintenance and control of all accounting and financial reporting systems in a manner consistent with established municipal accounting principles and procedures.
- Monitors, evaluates, and as necessary, upgrades the Township's accounting system to produce adequate cost, financial and statistical data for management purposes and to meet statutory requirements.
- Coordinates the budget process and prepares the annual Township Budget. Monitors and analyzes expenditures throughout the fiscal year to assure compliance with the approved budget. Prepares quarterly budget reports and adjustments.
- Works with staff to prepare and monitor budgets for Water Department and Downtown Development Authority; provide advice and counsel to other governmental units and authorities serving the Township.
- Coordinates annual audit activities. Monitors and assists with the Township's auditors, including understanding compliance requirements and work paper preparation.
- Coordinates accounts payable and purchase order operations including verification of accuracy.
- Approves disbursements for goods and services within budget appropriations.
- Posting to and maintaining the Township's general ledger.
- Supervises staff assigned to the Accounting Department, delegating appropriate technical and clerical tasks.

- Assists Township officials in examining and determining bonding, capital expenditures options and any financial projects.
- Oversees the payment of bond obligations.
- Attends various Township meetings and represents the Township in financial matters.
- Prepare annual external financial and compliance reports for grants as well as for Federal, State and County programs. Assist department heads in gathering appropriate financial data to support reimbursement claims. Read and understand financial and compliance implications for all Township grants.
- Implement all GASB standards.
- Oversee and/or prepare the completion of bi-weekly payroll.
- Oversee and/or prepare monthly bank reconciliations.
- Monitor compliance with IRS regulations relating to wages and fringe benefits.
- Provide technical assistance to department heads in the formation of budget requests.
- Coordinate physical inventories of fixed assets.
- Monitor accumulated costs and status of capital projects.
- Perform overhead analysis and establish methodology for inter fund charges.
- Provide financial analysis of contract negotiation changes.
- Evaluate user fees in relation to the cost of providing various services.
- Prepare various reports and analysis including cost/benefit, fiscal forecasts, budget options, time and material calculations and overhead rates.
- Analyze and interpret the financial audit and managerial reports for various projects and assignments.
- Continually monitor and evaluate internal controls.
- Provide guidance regarding water and sewer billing issues.
- Completes special projects assigned by the Township Clerk and Deputy Clerk.
- Perform other duties as required.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.