POSITION DESCRIPTION

Send resume & salary requirements to: Daniel L. Anderson, Township Manager, Indiana Township, 3710 Saxonburg Blvd. Pittsburgh, PA 15238 or e-mail; danderson@indianatownship.com

Class Title: Director of Finance and Administration
Department: Administration
Date: June 29, 2021

GENERAL PURPOSE:

Performs a variety of supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the Township.

SUPERVISION RECEIVED:

Works under the general direction of the Township Manager.

SUPERVISION EXERCISED:

Exercises supervision over Township Administrative staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervises the positions of Clerks and other Administrative staff as needed.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
Maintains harmony among workers and resolves grievances;
Performs or assists other staff in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Serves as chief financial advisor to the township manager.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Maintains financial records.

Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the Township to assure the fiscal well being of the Township.

Prepares financial reports.

Oversees the central computerized financial and management information system of the Township.

Assists in budget preparation and execution.

Handles/Oversees the posting and reconciliation of ledgers and accounts.

Directs the preparation of state and Federal reports, including tax reports.

Oversees payroll and accounts payable processing.

Oversees utility and other billings.

Oversees the investment of Township funds.

PERIPHERAL DUTIES:

Develops finance related ordinances and resolutions.

Represents the Township at various conferences and meetings.

Performs general management duties for the township manager as assigned.
DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor’s degree in accounting or a related field, and/or
- Progressively responsible municipal accounting experience.

Knowledge, Skills and Abilities:

- Considerable knowledge of local governmental finance and accounting; considerable knowledge of internal control procedures, management information systems, office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems.
- Proficient in Microsoft Office products and accounting software applications;
- Ability to prepare and analyze financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, township officials; and the ability to communicate effectively orally and in writing.

WORKING CONDITIONS:

- Regular office hours are 8:00 am – 4:00 pm Monday through Friday.
- Occasional evening and weekend attendance is required for meetings, seminars and conferences.
- Work is generally performed in an office setting with a quiet environment.
- Occasional work is performed in a public meeting setting where microphones and a sound system are utilized.
- The employee must occasionally visit other Township buildings and properties as part of this job.
- The employee may occasionally lift or move up to 25 pounds.
- The employee is required to use a computer, telephone, photocopier, and other related office equipment.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.