

**UPPER MAKEFIELD TOWNSHIP
JOB DESCRIPTION
FINANCE OFFICER**

JOB TITLE: Finance Officer

DEPARTMENT: Administration

REPORTS TO: Township Manager

FLSA STATUS: Exempt

WORK OBJECTIVE:

Coordinates, administers, and supervises all financial areas to include budget preparation and administration, cash management, revenue collection, and data processing. Position is primarily focused on accurate and timely reporting of the fiscal affairs of the Township. Position requires extensive depth of expertise and knowledge in specialized accounting and finance functions that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the organization's long-range goals.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed by this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Finance Director Functions:

- Responsible for the continuous administration, development, and implementation of policies and procedures for carrying out the budgetary program
- Researches, prepares and files required reports to federal, state, county and local agencies
- Responsible for the supervision and implementation of all aspects of payroll, accounts payable, accounts receivable, sewer fee billings, water service billings, Act 511 taxes, pensions, debt and cash management, banking, auditing, internal control, budgeting, and financial reporting.
- Reviews general ledger accounts, monitors reports, sets up new accounts, and oversees all aspects of the accounting and record keeping systems; prepares and approves journal entries, subsidiary entries, account analyses, etc.
- Prepares written and verbal reports to the Township Manager, Board of Supervisors, and department heads concerning financial matters of the Township
- Plans, manages, authorizes, and carries out a comprehensive investment program of all Township idle funds and provides monthly review of cash flows.
- Collects data for the preparation of long-range forecast for Township revenues and expenditures; conducts cost analysis studies of Township facilities; collects data and fiscal operations of other area municipalities
- Reviews financial management and accounting literature and attends professional meetings to keep abreast of developments in local government finance; maintains contacts with affiliated associations for maintaining current professional standards
- Responsible for water/sewer customer billing and collection
- Handles employee onboarding and employee benefits management
- Attends quarterly Investment Committee meetings
- Township representative to Bucks County Tax Collection Committee

Supervision:

- Reviews and evaluates work methods and procedures and meets with department staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Oversees and participates in the development of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary
- Maintains pension investment and employee accounts

MINIMUM QUALIFICATIONS:

Bachelors or Associates degree in accounting, finance, public administration or a closely related field; supplemented by five or more years' progressively responsible experience in governmental finance management and accounting and the use of integrated municipal finance systems; Required to have a valid US state driver's license and be able to obtain and hold a surety bond. May be required to have or obtain additional formal industry certification(s) based on area of assignment.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the laws and policies governing municipal finance and accounting practices and procedures
- Knowledge of fiscal matters associated with governmental accounting (i.e. municipal bonds, contracts management, grant administration, investment, etc.)
- Knowledge of modern municipal administrative methods and procedures, organizations, and functions
- Knowledge of current social, political, and economic trends and operating issues of municipal government
- Knowledge of applicable federal and state laws, rules, and regulations regarding local government operations
- Skill in preparing and administering budgets
- Ability to operate a computer using Microsoft Office products (Word, Outlook, and Excel) and applicable department/organization specific software
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports
- Ability to handle confidential information with tact and discretion
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to delegate, manage, and supervise effectively
- Ability to respond to citizen inquiries and complaints, effectively, concisely, and tactfully
- Ability to regularly attend work and arrive punctually for designated work schedule

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

This job description does not constitute an employment agreement between Upper Makefield Township and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Upper Makefield Township is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act. Upper Makefield Township provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date

Township Manager Signature

Date