

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

FINANCE MANAGER

Supervised by: Township Treasurer
Supervises: Subordinate personnel as assigned

Position Summary:

Under the general direction of the Township Treasurer, coordinates the day-to-day operations as related to receipting, recording, and reporting of all revenues. Assists in analyzing and managing finances and investments, as well as assisting with tax billings, collections, and disbursements related to the annual tax settlement with the County.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Administers and reviews cash receipt activities to assure that items have been properly categorized by department. Prepares deposits of receipts to clearing account and transfers to appropriate designated bank accounts. Reviews all banking activities and assists with opening and closing bank accounts and related transactions.
2. Provides day-to-day supervision of and participates in cash receipt activities. Resolves problems and errors related to the cash register and banks. Reconciles monthly bank statements and performs cash and account audits as required by the Treasurer.
3. Prepares and oversees the annual tax administration program including: creating a new database, importing appropriate information, verifying information, transferring previous years data to a history file, and processing changes as directed by the Michigan Tax Tribunal, Michigan Tax Commission, and the Township Board of Review.
4. Coordinates billing of the property taxes billing process including: scheduling, receipt of millage rates, providing test data to outside printing service, reviewing drafts for accuracy, and preparing and reviewing the informational insert that is mailed with tax bills.
5. Supervises and assists with receiving tax payments, importing and verifying tax payments into the administration program, and preparing worksheets for disbursement of current year's tax receipts to various entities.
6. Assists the Treasurer in compiling all required data to complete the annual tax settlement with the County, including: preparing taxable value reconciliation schedules, supporting schedules of changes in taxable values, delinquent tax summaries, check disbursement registers, and the County settlement spreadsheet. Prepares final disbursement of current year taxes to various entities after receipt of settlement payment from the County.

7. Assists the Treasurer in performing cash flow analysis and investments in accordance with the Township's investment policy.
8. Transfers current year delinquent personal property taxes to the delinquent personal property tax system and prepares disbursement of such taxes to appropriate taxing entities after discussion with and approval of the Treasurer.
9. Prepares various quarterly, semi-annual, and annual reports such as the Michigan Department of Treasury's Special Assessment Report, MSHDA Fee Annual Return, Commercial and Industrial Facilities Tax report and the US Department of Commerce's Quarterly Survey of Property Tax Collection report.
10. Analyzes all parcel splits/combinations relating to special assessment districts, and allocates principal balances to newly created parcels. Posts daily payments to special assessment districts system and coordinates and reviews annual input of special assessment districts into the tax administration program for annual billing. Prepares calculations of special assessment district prepayments as requested.
11. Keeps abreast of changing finance polices, regulations, and procedures through continued education and professional growth. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
12. Performs special projects as requested.
13. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's degree, or the equivalent, in accounting, finance or a related field.
- Five or more years of experience in an accounting or finance office, preferably in a municipality.
- Must be bondable.
- Knowledge of the laws, ordinances and related legislation pertaining to the administration of finance and accounting.
- Knowledge of the principles and practices of municipal government operations.
- Skill in managing and utilizing complex numerical reports to formulate policy and service recommendations.
- Skill in the use of office equipment and technology, including computers and word processing, spreadsheets, databases, and specialized treasury software, and the ability to master new technologies.

- Ability to train, supervise and evaluate the work of others.
- Knowledge of the structure, policies, procedures, and regulations of municipal government.
- Ability to type, enter data and complete mathematical computations with speed and accuracy.
- Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.
- Ability to establish and maintain effective working relationships and use good judgment when dealing with employees, elected officials, other governmental and regulatory agencies, and professional contacts.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
- Ability to critically assess situations, solve problems, and work effectively within deadlines, and changing work priorities.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to talk, hear and view and create written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, or kneel. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment is usually quiet.