



EAST COVENTRY TOWNSHIP

Job Description

Position Title:	Finance Director
Department:	Finance
FLSA Status/Classification:	Exempt
Reports To:	Township Manager
Location:	East Coventry Township Building

Position Objective:

The Finance Director is responsible for the operation and maintenance of the Township's financial accounting and financial reporting. The Finance Director works under the direction of the Township Manager. Work includes accounting for all revenue, expenses, and balances for the General Fund and a variety of other Funds in accord with state and local law and regulation and GAAP. Work also includes responsibility for all Accounts Payable and Accounts Receivable, all Sewer billing and collection; preparation of the payroll and all payroll reporting to Federal, State and Local governments. Work is accomplished primarily through QuickBooks, Excel, and Word.

Essential Job Functions:

- Acts as chief financial advisor to the Board of Supervisors and Township Manager.
- Prepares and maintains all the Township's books of original entry in compliance with laws, rules and regulations and accepted accounting practices.
- Provides advice to the Board of Supervisors and Township Manager regarding the Township's financial condition and/or changes in legislation affecting municipal finance or accounting.
- Provides financial information as requested by the Board of Supervisors and Township Manager, and Department Heads.
- Attends the Board of Supervisors and other meetings as directed by the Township Manager.
- Regularly monitors and reports to the Board of Supervisors and Township Manager the status of revenue, expenditures, and fund balances.
- Provides written monthly budget, fund, and financial statements to the Board of Supervisors and Township Manager. Prepares monthly expenses by summary and detail to the Board of Supervisors and Township Manager.

- Works to ensure that proper financial protocols are in place and adhered to, for purchasing, handling of cash, and petty cash.
- Prepares the Township's annual operating budget including the general, benefit escrow, open space, sewer, state highway aid, traffic impact, and capital reserve funds. Prepares revenue and expenditure projections and makes end of year estimates.
- Reconciles bank accounts and petty cash on a monthly or as needed basis.
- Take deposits daily or as needed to the bank.
- Monitors and reconciles all receipts from the individuals and agencies collecting taxes for the Township. Reviews monthly Keystone Collection reports.
- Prepares financial statements and reports as required by state and federal agencies. Stays compliant with requirements for bond issue. Forwards annual audit to bank and Moody's.
- Monitors Township financial compliance with local, state, and federal grants.
- Analyze General Ledger and Profit and Loss Statements to determine budget discrepancies. Communicate with the Board of Supervisors and Township Manager regarding discrepancies.
- Maintain a W-9 file for all Vendors.
- Prepare biweekly payroll for all departments. Transfer funds. Review quarterly payroll tax reports (Form 941, PAUC2, EIT, LST and PAW3) and compare them to General Ledger for completeness.
- Prepare Purchase Orders for anything over \$250.
- Prepare quarterly Sewer Accounts Receivable, water shut off notices and Property Liens. Prepare past-due statements and sewer certifications.
- Prepare escrow fund invoices, mail to developers and stormwater escrow accounts and reconcile monthly.
- Assists auditors by providing information of the annual audit(s).
- Recommends financial policies and procedures as needed.
- Assists in managing the Township's insurance (workers compensation, unemployment, EAP, building insurance, public official bonds and legal liability insurance, update interest rates for investments. Suggest new investment possibilities to maximize interest income.
- Calculates time off and available at year-end and relays that to employees.
- Assists individuals who come to the Township office and individuals who call the Township office seeking information or assistance.
- Acts as the Township Human Resource Manager during the hiring process. Distributes W-4, I-9, Act 32, health insurance, long term disability and life insurance policies, procedures and documents, pension and other retirement plans. Assists employees with preparation of forms as needed. Monitors drug testing for employees.
- Coordinate 1094 and 1095B with the insurance provider and prepare and follow steps for completion.
- Update signature cards as new board members are on boarded. Various communications with the bank regarding new members, new accounts, and procedures.
- At year-end, reviews all W-2, W-3 forms, delivers to employees, and prepares form 1099 and 1096. Mails to appropriate government agencies.
- Prepares PURTA RCT-900, MS965, Form 706B, Fireman's Relief, ACT 205, AG385, and Prepares Quarterly PMRS Form PMRB-21.
- Performs other related duties as assigned.

Minimum Qualifications:

- A bachelor's degree from a recognized college or university in finance, accounting, or a related field and training in governmental accounting, plus a minimum of five years of progressively responsible financial governmental management experience with modified cash basis accounting.
- Comprehensive working knowledge of QuickBooks.
- A valid driver's license.

Knowledge, Skills, and Abilities:

- Thorough working knowledge of accounting theory, principles, and practices.
- Thorough working knowledge of computers, financial software, including QuickBooks and Excel, databases, and spreadsheet applications.
- Thorough working knowledge of payroll and accounts payable functions
- Thorough working knowledge of budgeting essentials.
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control.
- Ability to prepare and analyze complex financial reports.
- Ability to maintain efficient and effective financial systems and procedures.
- Ability to establish and maintain effective working relationships with Township officials, personnel and the public.
- employees and Township officials.
- Ability to communicate effectively orally and in writing on complex finance and accounting issues and to anticipate problems of a financial nature and take appropriate and timely corrective action is required.
- Ability to understand oral and written direction and, in turn, give clear oral directions.
- Mental acuity for accuracy, attention to details and scope of responsibilities.

Supervision Exercised

- Some direct supervision is exercised in training and implementing financial procedures and financial expertise.
- Advice is provided to guide Department Heads and personnel.

Supervision Received

- Works under the general direction of the Township Manager. Discretion is exercised in fulfilling financial responsibilities.

Licensing and Certification Required

- CPA License or Professional Accounting Association Accreditation.
- Must be bondable.
- State Issued Driver's License.

Tools and Equipment Used:

- Telephone
- Computers
- Software
- Calculator
- Fax Machine
- Scanner
- Mail Machine
- Various Office Equipment

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 frequently required to:

- Stand.
- Walk.
- Sit.
- Use hands to hold/grip.
- Reach with hands and arms.
- Stoop, kneel, and crouch.
- Lift and/or move up to 20 pounds.

Work Environment:

The work environment characteristics described here are representative of what the 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. While performing the duties of this job, the employee is occasionally exposed to:

- Office setting.
- Sharp blades and instruments.
- Fumes or airborne particles.