

EATON COUNTY ROAD COMMISSION JOB DESCRIPTION

JOB TITLE: Finance Director/Clerk of the Board

SUPERVISED BY: Engineer-Manager

POSITION SUMMARY:

Under the general direction of the Engineer-Manager and Eaton County Board of Road Commissioners, manages the accounting, financial, human resources, and information technology functions and supervises the office staff. Acts as Clerk for the Board of Road Commissioners.

EXAMPLES OF DUTIES:

1. Monitors and maintains full and accurate general ledger and overall accounting/financial reporting system/process/function. Prepares regular and periodic reports for staff and Board. Ensures compliance with relevant statutes, policies and procedures and generally accepted accounting principals. Makes adjustments to general ledger as necessary to correct errors. Reviews transactional data and account detail on a test and regular basis. Prepares monthly and year end closing entries. Closes “books” monthly and annually and reviews various reports.
2. Prepares and distributes board agendas and advertises meetings under the direction of the Engineer-Manager. Prepares the meeting minutes and manages the records and the flow of documents to and from the Board. Coordinates public hearings as necessary.
3. Prepares monthly financial statements and reports for the Board and management. Provides financial and accounting advice, direction and recommendations to staff, Engineer-Manager and Board.
4. Establishes, maintains and reviews internal controls.
5. Assembles special studies, conducts analysis and prepares reports as requested by the Board and the Engineer-Manager to aid in alternatives, evaluations, decisions, and policy-making functions.
6. Supervises the payroll and accounts payable function; presents listings to the Board for approval and payment. Supervises the accounts receivable function.
7. Assists with bid openings and tabulations. Prepares and monitors contracts with vendors.
8. Prepares, oversees, reviews, and suggests updates to Road Commission policies and procedures. Maintains current policies and procedures.
9. Supervises and monitors annual financial statement audit, worker’s compensation audit and other compliance audits as necessary. Also coordinates, prepares, documents and requests information for various audits.

10. Coordinates and prepares the annual budget and periodic budget amendments. With the Engineer-Manager, recommends an annual budget to the Board, and revises as necessary. Monitors receipts and expenditures of funds and advises staff and the Board as to the status of the budget.
11. Maintains township agreements and manages related billings. Responds to questions from township officials regarding the status of accounts and funding.
12. Prepares the Annual Act 51 Financial Report and supporting schedules. Prepares the Supplemental Annual Report and annual Local Road Millage Program Report for public distribution.
13. Manages fixed asset records, accounting and reporting; including disposals and appropriate journal entries. Maintains accurate depreciation schedules.
14. Accounts for federal and state aid revenues and maintains accounting records and contract files for related construction projects.
15. Supervises the office staff - delegates work, trains, counsels, evaluates, and administers disciplinary actions as required.
16. Manages the information technology function including hardware and software issues. Supports Road Commission staff and serves as liaison to the contracted IT consultants. Develops and maintains the Road Commission's website. Manages and posts to the Road Commission's social media accounts with cooperation from other personnel. Monitors the general e-mail account and the e-mail accounts for certain Road Commissioners. Responds to or distributes communications from the general public via e-mail, website or social media to the appropriate persons.
17. Manages the project numbering system and maintains related database.
18. Responsible for the human resources function including employee benefits, salaries and wages, mandatory reporting and programs, personnel files and interaction with service and program providers.
19. Coordinates damage claim process internally and with insurance carrier and/or assigned legal counsel. Researches, assembles and transmits records, documents and correspondence to appropriate parties.
20. Responsible for overall records retention/disposal.
21. Attends seminars, conventions, and meetings, and may represent the Road Commission in dealing with a wide variety of governmental and public bodies and trade associations.
22. Acts as FOIA Coordinator. Compiles information and prepares draft responses to requests for information under the Freedom of Information Act.
23. Serves as Title VI Coordinator. Manages policies and compliance with non-discrimination laws. Coordinates with the Michigan Department of Transportation.

24. Coordinates registrations, reservations and travel arrangements for staff and Board members. Plans and organizes on-site meetings and events for staff, Board and outside organizations.
25. Stays up-to-date on current events, politics and law changes that may impact the Road Commission.
26. Opens, date stamps, reviews and distributes daily mail.
27. Performs other duties as directed.

The duties stated here are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

- Physical Mobility - Ability to be mobile in an office setting.
- Vision and Sight - Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.
- Hearing/Speaking - Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.
- Agility/Movement - Ability to lift, push, pull, and manipulate equipment, supplies and other objects weighing upwards to 20 pounds.

DESIRABLE QUALIFICATIONS:

Bachelor's Degree in accounting, finance or business administration and five years of related experience including supervision of staff. Ability to prepare and maintain accurate financial and other records, correspondence, and reports, and work cooperatively with other employees, appointed officials and the public.

Advanced skill in the use of office equipment and technology, including Microsoft Suite applications, the Road Commission's financial software and other programs utilized in human resources and financial operations.

SPECIAL REQUIREMENTS:

A Certified Public Accountant (CPA) is preferred. Designation as a Notary Public is required.

EMPLOYMENT STATUS:

It is the policy of the Road Commission that all employees in this job classification are employed at the will of the Road Commission and may resign or be dismissed with or without cause or notice at any time during employment.