



NORTH WHITEHALL TOWNSHIP
Job Description

Job Title: Director of Finance/Treasurer **Reports To:** Township Manager
Prepared By: Randy Cope **Date:** November 10, 2022
FLSA Status: N/A

Job Description

The Director of Finance is responsible for the oversight of all aspects of the Township Financials. This position also provides supervision to the finance department.

Duties and Responsibilities

- Direct the preparation of all monthly financial statements, including income statements, balance sheets, and governmental agency reports.
- Works with Department heads on the preparation and presentation of the budget.
- Analyze monthly revenues and expenses against the budget; discusses areas of concern with Township Manager
- Provides oversight and analysis of all Township funds
- Reviews financial process and suggests improvements to current methods.
- Maintains, suggests modifications and/or creates policies to strengthen internal controls (i.e., purchasing policy, fund balance policy). Involves department heads in decisions and provides training on new policy to all staff.
- Analyzes revenues and determines financial needs of the Township, need for tax increase or service fee increases
- Maintains relationships with financial institutions; explores financial products that would benefit the Township
- Oversee cash management and opportunities for long-term investments
- Review options for financial software to track all purchases and payroll and implement
- Provides strategic oversight to all areas of the finance team, A/R, A/P, GB and utility
- Interacts with residents on financial inquiries and bills
- Represents the Township on Local Taxing Committee
- Oversee the Purchasing function, process and policy
- Ensures compliance with all local, state and federal regulations relating to financial reporting and record keeping.
- Prepares and presents all Treasurer Reports for Board of Supervisors monthly meeting.
- Other duties as assigned

Working Relationships

Interacts with administrative and professional staff, all township callers and visitors as well as elected and appointed officials.

Working Environment

- Bachelor’s Degree in Finance or Accounting
- 5- 7 years of experience in a Finance or Accounting Role
- At least 5 years of experience in a Leadership role in a Finance/Accounting Role
- CPA Designation is preferred
- Experience in Government Finance/Accounting preferred

Qualifications

- Excellent leadership and supervisory skills.
- Excellent analytical and organizational skills.
- Proficient in database and accounting computer application systems.
- Excellent written and verbal communication skills.
- Strong financial acumen
- The ability to manage changing priorities

Job Title: Director of Finance

All duties of this description are essential as defined in the Americans with Disabilities Act Regulations unless they are specifically designated otherwise.

North Whitehall Township is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Approval

Director of Finance

Date

Randy Cope
Township Manager

Date