

**ROSCOMMON COUNTY ROAD COMMISSION  
JOB DESCRIPTION**

**TITLE:** FINANCE DIRECTOR

**SUPERVISOR:** Manager

**GENERAL SUMMARY:**

Under the general direction of the Manager, manages the financial, accounting and personnel systems of the Commission.

**EXAMPLES OF DUTIES:**

Makes recommendations and communicates on a regular basis with Manager on all financial issues.

Responsible for all accounting records of the Commission, including accounts receivable, accounts payable, general ledger accounts, fixed asset accounts, receipts and petty cash; administers the Commission's accounts in accordance with Public Act 51, (1951, as amended).

Supervises preparation and payment of payroll and accounts payable; manages cash flow; oversees receipt and deposit of Commission revenues.

Monitors costs and prepares billings for road projects, dust control program, special assessment districts, and accounts receivable.

Prepares annual budget; assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; invests Commission funds in an appropriate manner.

Prepares periodic reports, including monthly financial and budget status reports, the annual Act 51 report, and other State or Federal reports.

Makes journal entries to balance and close monthly books in general ledger, revenue and expense accounts; reconciles general ledger and subsidiary accounts; reconciles bank statements; performs year-end closing procedures.

Maintains the fixed asset ledger by recording the addition of all capital outlay items, removing equipment which has been disposed of and by calculating and recording depreciation.

Responsible for implementation of requirements of GASB Statement 34 and preparation of GASB 34 financial statements.

Maintains accounting records of State highway maintenance activities, including salt inventory, quotation requests, and bids. Prepares State billing reports for routine maintenance and non-maintenance activities.

Maintains inventory records for road and shop materials.

Assists the various individuals and agencies engaged in the auditing of Commission accounting records.

Attends regular and special Commission Board meetings; performs an accurate recording of the proceedings; prepares and distributes agendas, materials, minutes and records of meetings; and posts notices of special meetings, public hearings, and rescheduled dates of regular meetings.

Supervises and administers insurance programs, including liability, workers' compensation, fleet and health policies.

Prepares a variety of studies, reports and related information as directed and reviews results with Managing Director.

Assists Payroll/Account Clerk in performing duties, or, in their absence, performs their duties.

Attends seminars and workshops related to Finance Director duties and responsibilities.

Performs a variety of miscellaneous secretarial tasks, including word processing activities; receives the public and answers questions; responds to inquiries and complaints from employees, citizens and others and refers, when necessary, to appropriate persons; answers the phones; operates two-way radio; and processes permit applications when needed.

The duties stated herein 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 walk extended distances and climb ramps to access Commission and other work related locations and facilities.
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 often weighing upwards to 20 pounds.

**DESIRABLE QUALIFICATIONS:**

College graduation with Bachelors Degree in Accounting, Business Administration, Secretarial Science, or related fields; five years responsible office administration experience, preferably with emphasis on governmental accounting; proficiency with word processing, and excel required; ability to deal with employees and the public in person and in writing, tactfully and courteously; and ability to operate a wide variety of office equipment, including calculators, FAX machines, copy machines, computers, and word processing equipment. Ability to multi-task essential.

**EMPLOYMENT STATUS:**

This position includes working extended hours as needed or directed.

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

**FLSA - Exempt**