



**Miami Township, Clermont County, Ohio
Administration Department
Position Description**

Job Title: Finance Director
Department: Administration
Reports to: Township Administrator
Pay classification: Salary, exempt

Summary: Under the supervision of the Fiscal Officer and the Township Administrator, the Finance Director will be a member of the leadership team and manage the daily financial operations of the Township compliant with all state and federal laws and regulations. Assist the Township Administrator with a variety of financial management matters, including budget preparation, treasury investment, and plan, manage and performing finance activities for the Township and maintain public records of the Fiscal Office.

Supervision Exercised: Oversees the Finance Associate

Education/Work Experience:

- Graduate of accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field; and
- Three years of progressively responsible government accounting or finance work

Minimum Acceptable Characteristics and Abilities:

- Ability to be bonded at all times during employment with the Township
- Knowledge of payroll and accounts payable functions
- Knowledge of accepted accounting principles (GAAP)
- Ability to respond to routine inquiries from officials and public
- Ability to establish and maintain effective working relationships with co-workers, vendors and the public
- Ability to handle confidential information appropriately
- Working knowledge of office automation and Microsoft Office software products
- Demonstrates flexibility and cooperative attitude when faced with change
- Implements own and others' ideas that improve production, organizational performance or result in cost or time savings for the department.

Essential Functions and Duties:

- Manage all facets of the Township accounting and financial management system consistent with the Township guidelines, generally accepted governmental accounting and financial reporting principles and the Ohio Revised Code.

- Review, analyze, recommend improvements and assist with the accounting and payroll practices and implementation of operation changes to improve accuracy, efficiency, internal control, timeliness and customer relations.
 - Ensure that proper internal control procedures are followed in all accounting activities
 - Monitor semi-annual Residential Incentive District and tax Increment Financing revenue received; determine and fulfill related revenue sharing requirements to affected school districts; file annual reports as required by law
 - Complete bank reconciliations and prepare monthly, quarterly and annual reports
 - Prepare general purpose financial reports according to Generally Accepted Accounting Principles (GAAP); coordinate all required audits
 - Assist the Township Administrator in preparing the annual Township budget
 - Prepare the annual Township tax budget and ensure its required filing; prepare a long range forecast
 - Coordinate with department managers to ensure department budgets are adhered to and capital improvement plans are updated
 - Manage cash, investments and asset management in coordination with the Fiscal Officer
 - Prepare, amend and submit the annual appropriations tax budget and estimated resources consistent with the Township's budgetary practices and Ohio Revised Code.
 - Assist in the preparation of documents and transcripts necessary for the issuance of bonds and or keep accurate records of such debt obligations.
 - Assist departments with contract purchases and renewals, and maintain original copies of all Township Contract documents
 - Perform and coordinate special projects as assigned by the Fiscal Officer or Township Administrator
 - Review and analyze the financial impact of employee benefits in coordination with the Township Administrator
 - Complete financial and budgetary information, revenue/expense forecasts and ad hoc reports for the Township Administrator
- Provide necessary financial data as required for grants, and monitor the receipt of funding and expenses in coordination with the Administrator
- Maintain required continuing education and certifications
 - Performs other related duties as required.

Physical Requirements:

- While performing the duties of the job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.
- Must occasionally lift and/or move boxes weighing up to thirty pounds. Specific vision abilities required by this job include close vision and the ability to focus.

DISCLAIMER:

The information provided in this job description is intended to indicate the general nature and level of work performed by an incumbent within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify and/or designate functions, responsibilities, duties, qualifications, working conditions and physical demands of the position at any time. This job description does not constitute an employment agreement between the employer and the incumbent.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this job description is meant to be a summary of the primary responsibilities of the position and that I am responsible for meeting these requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time and/or as needed. By signing below I am acknowledging that I have been provided a copy of this job description.

Signature

Printed name

Date

Effective date _____

Authorized by _____