

ANTRIM COUNTY ROAD COMMISSION
JOB DESCRIPTION: FINANCE DIRECTOR

Reports to: Engineer-Manager

Supervisory Authority: None.

General Summary:

Under the direction of the Engineer-Manager, coordinates and manages the budgeting, accounting, and general business operations of the Road Commission including accounts payable and receivable, purchasing, financial reporting, audits, oversight of payroll/benefits administration and human resources functions, and related activities.

Essential Job Functions:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Ensures efficient and effective processes and overall quality control of the accounting department.
2. Ensures compliance with generally accepted accounting principles, general operating procedures and other administrative policies. Suggests changes to improve quality or efficiencies, creates and maintains related records and forms.
3. Maintains journals, ledgers and accounts. Makes entries and adjustments, reconciles accounts in a timely manner; conducts research necessary to resolve discrepancies.
4. Administers accounts payable; reviews and approves invoices, processes payments according to established accounting standards and policies.
5. In coordination with the Engineer-Manager, prepares the annual budget and necessary amendments throughout the year.
6. Works with department managers to develop department budgets, track project costs and provide reports to department managers as needed to comply with budgets.
7. Compiles operational and financial data and information, prepares monthly financial reports, and presents analyses to the Board. Prepares various other weekly, monthly, quarterly and year-end accounting and financial reports.
8. Coordinates audit and year-end financial activities. Prepares schedules, information and reports.
9. Maintains inventory of materials, coordinates with Operations Manager, Fleet & Facilities Manager and/or Foremen to ensure adequate supplies are available.
10. Assists the Human Resources Administrator as needed with payroll and benefits administration.
11. Participates as a member of the negotiating team for settling labor contracts.
12. Facilitates resolution of complaints, special requests and other issues related to accounting within the assigned span of authority and control. Serves as contact for employees, vendors, state agencies, contractors and others as needed.

13. Participates in bid and purchasing processes as needed.
14. Attends meetings and conferences, and participates in other professional development to remain abreast of new developments in the field of public accounting and road commission administration.
15. Provides back-up support and other assistance to the Human Resources Administrator/Office Manager, and performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A Bachelor's Degree or the equivalent education/training in accounting, business administration or a closely related field is required.
- Significant related experience, including three to five years of directly related experience, is required.
- Previous experience in government accounting is strongly preferred.
- Knowledge of public accounting principles and techniques.
- Knowledge of best management practices related to office and business administration.
- Skill in maintaining accurate and complete accounting records and preparing comprehensive reports.
- Skill in the use of computer systems and related financial and general office software.
- Skill in effectively motivating, coordinating and managing staff to maximize their potential, productivity and effectiveness.
- Ability to work constructively and interact professionally with others, and handle difficult staff and/or customer service issues with discretion, tact and diplomacy.
- Ability to coordinate multiple tasks, adjust to changing priorities and work within deadlines.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of each day in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office.

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