



Job Position Description

Job Title: Finance Director

Department: Administration

Reports to: Borough Manager

Job Category: Full-Time; Exempt

WORK OBJECTIVE: Under the direction of the Borough Manager, the Finance Director is responsible for presenting fairly and with full disclosure, the financial position and results of the financial operation of the funds in conformity with Generally Accepted Accounting Principles (GAAP) directing and administering all finance, accounting, bookkeeping, and internal audit functions of the Borough of Souderton and coordinating with outside auditors, local, state, and national government bodies, consultants, and regulators with regard to financial matters.

The Finance Director will assist in the supervision of office staff in coordination with the Borough Manager. The Finance Director coordinates with department heads and consults with the Solicitor, Engineer, outside actuaries, vendors, clients, and agencies of the County and State Government. The Finance Director prepares reports and analyses that the Borough Manager or Borough Council may request.

The Finance Director serves an integral role in assisting the Borough Manager and Borough Council in achieving the Borough's financial objectives and overall operational performance success.

This candidate must have the appropriate experience and must be able to properly handle confidential information in a careful and secure manner.

ESSENTIAL FUNCTIONS: The essential functions are intended to be representative of the tasks performed within this job classification and include but are not limited to:

- Supervise the general accounting and financial reporting functions of the Borough including budgets and budget controls, payroll, accounts payable, revenue distribution, accounts receivables, insurance policies, bank reconciliations, accounting regulations, classification of financial transactions, and availability of funds. These are to ensure efficiency and compliance with Government Accounting Research Association (GASB) and Government Finance Officers Association (GFOA) best practices
- Ongoing review of the budget. Provide analysis, information, and advice to the Borough Manager and others regarding budget, including reviewing ongoing actual expenses versus budget with department heads



Job Description - Finance Director (Updated: 11/01/23)

- Maintain a modified accrual system of accounting showing assets, liabilities, resources understanding of financial status in the preparation of budgets, reports, and tax documents
- Maintain and implement annual the Borough Fee Schedule and work with Department Heads on recommended changes as warranted
- Liaise with the Real Estate and Earned Income Tax Collectors
- Liaise with the Auditors for the Borough and State (Pensions and Liquid Fuels)
- Work with the Borough Manager to prepare overall budget proposals, receiving suggestions from department heads and others, processing modification requests and altering the proposed, for estimating revenue, expenditures, and capital needs
- Work with the Borough Manager to prepare and maintain the planning documents for asset management and capital projects
- Present timely financial statements and reports to the Borough Manager regarding current financial status, recommendations for budget adjustments, income, and expense estimates
- Supervise the administration of the Borough's pension plans including being the liaison with the actuary and investment agency, and preparation of all required documentation
- Supervise the administration of all Borough Leases, including but not limited to telecommunications, rental, and office equipment and maintenance contracts
- Oversee the Borough's short- and long-range financial planning programs including the development of alternative courses of action and implementation and annual preparation of the Capital Improvement Plan in conjunction with the Borough Manager
- Work with Borough Manager, and department staff to inform, develop, and modify policy guidelines, discuss initiatives, review departmental operations, review, and assess problems, including helping to maintain and update the employee handbook in conjunction with the Borough Manager
- Oversee payroll, and employee health and life insurance/disability changes and additions
- Oversee the completion of various annual State Reports (i.e., DCED and Liquid Fuels)



Job Description - Finance Director (Updated: 11/01/23)

- Oversee the State unemployment compensation reporting
- Work in conjunction with Borough Manager on Human Resource functions for the Borough
- Provide support and leadership for designated operations as assigned
- Review cash position/cash needs
- Perform related duties as required
- Research grant and other funding opportunities and manage the end-to-end application, submission, overall requirement process for the same
- Provide Project Management support and leadership for key projects and initiatives

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- To always maintain a positive public service attitude
- Ability to pay close attention to details and have excellent organization skills and maintain accurate developer/escrow files
- Ability to prioritize and schedule workload appropriately to meet deadlines
- To be punctual and maintain regular attendance at work
- Ability to work independently with little supervision
- Ability to establish and maintain effective working relationships with co-workers, borough residents, the public, etc.
- Ability to manage complex projects and adapt to changing circumstances
- Ability to inspire trust in others
- Ability to build relationships to strengthen community partnerships
- Ability to promote accountability for completion of goals and objectives
- Ability to develop staff and build a collaborative atmosphere
- Ability to collaborate on ideas and translate into plans
- Ability to facilitate long range planning with a collaborative framework
- Ability to evaluate programs and services, make recommendations, and follow through on a plan of action
- Ability to prepare concise reports and make effective oral and written presentations
- Ability to apply advanced mathematical and statistical principles in analysis of data
- Ability to work with abstract ideas, apply financial concepts, and develop plans for future work projects
- Ability to problem solve
- Working knowledge and understanding of Borough functions and responsibilities
- Capacity to serve in other roles to perform complementary duties in support of the Borough (e.g., Treasurer, Right to Know, Open Records, Zoning)



**Job Description - Finance Director
(Updated: 11/01/23)**

REQUIREMENTS:

- **Education:**
 - Master’s Degree in Business Administration or MPA *preferred but not required*
 - Bachelor’s Degree in Finance, Accounting, public or business administration or other related field *required*
 - GFOA Certified Financial Officer *preferred but not required*
- **Experience:**
 - 6 years of professional government accounting and/or auditing experience, including 3 years in a supervisory capacity is preferred
 - 3 years of experience in municipal finance (preferably in PA) is required
 - Prior accounting experience in fund accounting with supervisory responsibilities
- **Computer Skills:**
 - Excellent computer aptitude and software skills
- **Knowledge:**
 - Thorough knowledge of public administration principles and practices, municipal government financial operations, intergovernmental operations, payroll and accounts payable functions and a proficiency with GAAP and GASB rules and guidelines

PHYSICAL REQUIREMENTS: Tasks require visual, sound, and touch sensory perception. Depending on the functional area of assignment there are many repetitive tasks that involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking. The position will also require occasional climbing, balancing, stooping, kneeling, crouching, and crawling.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Name (print): _____

Manager’s Name (print): _____

Signature: _____

Signature: _____

Date: _____

Date: _____