VILLAGE OF SAUK VILLAGE FINANCE DIRECTOR

DEPARTMENT:    FINANCE DEPARTMENT
JOB TITLE:     DIRECTOR OF FINANCE
FLSA:          EXEMPT
HR REVISION:   DECEMBER 2017
APPROVAL DATE: DECEMBER 2017
EEOC/HOURS:    PROFESSIONAL, OFFICE ADMINISTRATOR, FULL-TIME

**Purpose of the Position:** The Finance Director is responsible for maintaining financial, accounting, administrative and personnel services to meet legislative requirements and support municipal operations. To work closely with the village’s Treasurer to ensure policies, financial deadlines, and financial reporting are met on behalf of the village. Supervisor a team of 2-4 finance and accounting staff members.

**Scope:** The Finance Director reports to Village Mayor and is responsible for preparing financial statements, maintaining cash controls, oversee payroll liability concerning taxes, funding the account for payroll, working with HR on payroll liabilities and personnel administration, purchasing, maintaining accounts payable/receivable and managing departmental operations. The Finance Director must work within the Financial Management Act, Municipal policies and procedures and in compliance with all Territorial Acts and legislation. Failure to provide adequate services may result in lost or misused revenues, inaccurate financial statements and financial hardships for employees, contractors and suppliers if the payroll and or accounts are not processed in an accurate and timely manner. The Finance Director has a dotted line reporting relationship with the Treasurer to ensure that the Village’s financial information is accurate, timely and actionable.
**Responsibilities:** Administer and monitor the financial system to ensure that the municipal finances are maintained in an accurate and timely manner. Maintain the following responsibilities:

- Assist the Treasurer with preparation of the budget.
- Follow all procedures and policies developed by the Treasurer, to adhere to the financial guidelines to improve financial structure.
- Establish and maintain cash controls.
- Establish, maintain, and ensure that all general ledger accounts are reconciled monthly by the 10th business day of the month.
- Monitor cash reserves and investments.
- Prepare and reconcile bank statements.
- Establish and maintain supplier accounts.
- Process supplier invoices.
- Maintain the purchase order system.
- Ensure data is entered into the system is accurate and properly approved.
- Issue checks for all accounts due.
- Ensure security for all credit cards and verify charge.
- Ensure transactions are properly recorded and entered into the computerized accounting system.
- Prepare income statements and finalize no later than the 10th business day of the month.
- Prepare balance sheets and finalize no later than the 10th business day of the month.
- Prepare monthly financial statements and variances to budget no later than the 10th business day of the month.
- Prepare quarterly reports and reports on variances no later than the 10th business day of the month.
- Assists the Treasurer with the annual audit.
Maintain the computerized accounting system.
Maintain financial files and records.

Maintain the accounts payable and accounts receivable systems to ensure complete and accurate records of all monies. **Main job functions:**
- Ensure the safeguarding of all municipal funds.
- Issue, code and authorize purchase orders.
- Reconcile the accounts payable no later than the 10th business day of the month.
- Prepare journal entries.
- Reconcile the accounts receivable no later than the 10th business day of the month.
- Compile source documents
- Issue receipts
- Reconcile weekly deposits
- Reconcile motor vehicle and other government's services transactions no later than the 10th business day of the month.

Manager and provide oversight to employee files and records to ensure accurate payment of benefits and allowances. **Main job functions:**
- Ensure there is proper documentation for new employees.
- Establish employee files in the computerized counting system.
- Administer benefits entitlements.
- Verify and report on the benefit payments.
- Maintain Leave Management systems.
- Verify annual leave records.
- Calculate and action deductions.
- Submit remittances
4. Manage the administration of the bi-monthly payroll to ensure that employees are paid in an accurate and timely manner. **Main job functions:**
   - Provide oversight to verify and code timesheets and hours worked.
   - Provide oversight to calculate employee salaries, deductions and contributions.
   - Review checks and balances to ensure that the payroll information is entered into the accounting system accurately.
   - Provide oversight to calculate sources and miscellaneous deductions.
   - Oversee that pay checks are processed.
   - Provide oversight to ensure that leave and leave time is updated accurately.
   - Review and file payroll summaries, journals and reports.

Provide effective office management for the department. **Main job functions:**
   - Manage filing, storage and security of documents.
   - Respond to inquiries related to financial concerns of the village or accounts payable.
   - Maintain, oversee and file all financial reports by due dates to ensure the village is maintaining a high level of financial accountability.
   - Maintain insurance coverages.
   - Perform other related duties as required by the Village Mayor and / or Village Treasurer.
**Knowledge, Skills and Abilities**

**Knowledge**: The incumbent must have proficient knowledge in the following areas: Computerized accounting programs, accounts payable and accounts receivables, generally accepted accounting principles, fund accounting, preparation of financial statements, preparation of financial reports, municipal services, administration of employee benefits, payroll systems and reporting, office administration, an understanding of relevant municipal legislation, policies, and procedures, an understanding of northern cultural and political environment.

**Skills**: Supervisory skills, team building, accounting and bookkeeping skills, analytical and problem-solving skills, decision making skills, effective verbal and listening and communication skills, effective written communication skills, ability to communicate effectively in English, computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a highly proficient level, stress management skills and time management skills.

**Personal Attributes**: The incumbent must have and maintain strict confidentiality in performing the duties of the Finance Director. The incumbent must also demonstrate the following personal attributes. Be honest and trustworthy, be respectful, possess cultural awareness and sensitivity, be flexible, demonstrate sound work ethics. The Finance Director must work to normally attain required knowledge, skills, attitudes and abilities through completion of conferences and or training in Governmental Accounting.

**Working Conditions**: Normal office based working environment.

**Physical Demands**: The Finance Director will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Finance Director may do some light lifting of supplies and materials from time.
**Environmental Conditions:** The Finance Director may have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of residents, clients, and contractors. The Finance Director may find the environment to be busy, noisy and will need excellent organizational and time management skills to complete the required tasks.

**Sensory Demands:** Sensory demands include the use of the computer, which may cause eyestrain and occasional headaches. The municipal office may be noisy making it difficult for the Finance Director to concentrate.

**Mental Demands:** Significant stress is caused by the need to discontinue services to residents when necessary. The Finance Director will have to manage requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

**Minimum Qualifications:** A degree in BS Accounting and/or Finance, MBA degree in Finance, is desirable and/or 15 years of progressive municipal accounting/finance experience as a Director - Director of Finance, Director of Accounting or Comptroller, Chief Finance Officer is desirable/required.

IN ACCORDANCE WITH SECTION 3 OF THE FAIR LABOR STANDARD ACT THIS POSITION IS EXEMPT FROM OVERTIME.
ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Finance Director position and I certify that I can perform these functions.

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Signature      Date

The Mayor has the right to add or change the duties of the position at any time.