

Village of Lewisburg

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 1 of 3

Position Number:	Name:
Class Number:	Class Title: Director of Finance
Civil Service Status: Unclassified	Dept./Div.: Finance
Employment Status: Full-time	Reports To: Municipal Manager
FLSA Status: Exempt	Supervises: Accounting Clerk II (1)
Pay:	Utility Clerk I (2)

QUALIFICATIONS: An example of acceptable qualifications

Experience in accounting or finance with one (1) year experience as a Finance Director; or completion of secondary education with three to five (3-5) years public accounting or finance experience; or equivalent training which evidences a knowledge of accounting or financing that would enable the employee to satisfactorily perform the required duties.

LICENSURE OR CERTIFICATION REQUIREMENTS:

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: basic accounting; budgeting; finance; auditing; computer software (Word, Lotus, Excel, SSI); applicable Village policies and procedures; related laws and/or regulations; Village financial goals and objectives; personnel administration; public administration.

Skill in: computer operation; use of modem office equipment.

Ability to: exercise independent judgement and discretion; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; calculate fractions, decimals, and percentages; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; handle sensitive inquiries from and contacts with officials and general public; conduct effective interviews; communicate effectively; develop and maintain effective working relationships; resolve complaints.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

20% (1) Directs the financial program of the Village (e.g., income tax collection, purchasing, payroll, utility billing and collection, etc.); ensures municipal accounting principles and practices are followed; produces cost, financial and statistical data for management purposes and statutory requirements; assist Municipal Manager with budget, investments, and grant administration.

Village of Lewisburg

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 2 of 3

Position Number:

Name:

20% (2) Maintains full integrity of all Village revenues; makes periodic reviews of revenues and, when necessary, makes direct contact with auditors.

10% (3) Supervises department employees (e.g.; plans, schedules, assigns and reviews work, evaluates performance, recommends personnel actions, etc.); provides training and guidance; assists department employees with duties.

15% (4) Balances all financial records on a monthly basis and reconciles with bank statements.

15% (5) Prepares various financial accounting reports on a periodic basis (e.g., local, state, federal).

10% (6) Responds to inquiries regarding Village finances and local income tax; provides information for and assists representatives of the State Examiner's/Auditor's office.

10% (7) Researches various investment opportunities and makes recommendations, assists Law Director in preparing court summons for delinquent tax payers.

(8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(10) Performs other related duties as required or assigned.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Computer/printer, copy machine, calculator.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

N/A

Village of Lewisburg

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 3 of 3

Position Number:

Name:

This position description in no matter states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)