



UPPER MACUNGIE
TOWNSHIP

Job Description
Assistant Finance Manager

Status: Exempt	Department: Administration
Supervision Received: Finance Manager	Positions Directly Supervised: Finance Department staff

Basic Function: Assists in planning, directing, and managing the activities and operations of the Finance Department. Coordinates assigned activities with other departments and outside agencies. Directs and coordinates the formulation, presentation, publication, implementation and monitoring of the Township's operating and capital budgets. Provides highly responsible and complex administrative support to the Finance Manager. This position also provides supervision to the finance department.

Essential Duties and Responsibilities:

1. Collects and prepares data needed for the preparation of the annual budget under supervision of the Finance Manager; coordinate with department managers to ensure capital improvement plans are updated.
2. Maintains proper internal control procedures are followed in all accounting activities; administers, develops, suggest modifications, and implements policies and procedures for all township financial functions.
3. Assists with all aspects accounts payable, accounts receivable, sewer rentals, refuse & recycling, Local Services Tax, Earned Income Tax, pensions, debt and cash management, banking, auditing, internal control, budgeting, and financial reporting.
4. Prepare monthly financial statements of all funds maintained by the Township and prepare monthly Treasurer's report; discusses areas of concern with the Finance and Township Manager.
5. Reconcile all Township bank statements and resolve any discrepancies with the appropriate banking institutions.
6. Assists with all accounting, cash management and record-keeping; reviews general ledger accounts and computer reports; explores financial products that would benefit the Township and opportunities for long-term investments.
7. Oversee the collection of delinquent accounts.
8. Make all reasonable efforts to identify cost savings and recommend changes to contracts or agreements that result in savings for the Township. Analyze revenues and determines the financial needs of the Township, need for tax increase or service fee increases.
9. Interacts with Township officials and employees, actuaries, insurance consultants, and outside auditors to provide financial analysis and information.

10. Interprets fiscal, administrative, and accounting regulations to other Township employees, taxpayers, and vendors. Resolves complicated problems connected with the accounting and reporting of financial transactions.
11. Compiles financial and demographic information of the Township for bond rating organization and prepares official prospectus for Township bond issues.
12. Assists with the Township pension programs and works with actuary to prepare actuarial reports and other Post-Employment Benefits as needed; prepare records and work closely with auditors for completions of annual audits; prepares, and files required reports and forms to federal, state, and local agencies; oversees preparation of all year-end financial reports.
13. May serve as an alternate for the Township on the Local Taxing Committee
14. Ability to be bonded.
15. Performs other duties as assigned.

Education/knowledge/Experience:

- Bachelor's degree in Finance, Accounting, Business or Public Administration, Master's degree preferred.
- Considerable advanced governmental finance management and accounting experience.
- Five to seven years of experience in a Finance or Accounting role, with at least five years' experience in a Leadership role in accounting/finance
- Valid driver's license.
- Extensive knowledge of general accounting principles, practices, and procedures, as well as fiscal policies and procedures in municipal government.
- Extensive knowledge of cash management and investments.
- Ability to operate and comply with all GASB, GFOA and Governmental Accepted Accounting Principles (GAAP) best practices and standards.

Competencies:

- Accountability/Dependability- Takes personal responsibility for the quality & timeliness of work, achieves results with little oversight.
- Adaptability/Flexibility- Adapts to changing business needs, conditions, & work responsibilities and works with variety of situations, individuals, groups, & varying customer needs.
- Attention to detail.
- Communicate effectively: Able to speak and read English Language; has ability to understand and follow both written and verbal directions.
- Proficient in database and accounting computer applications systems.
- Customer Focus –commitment to serve the public; build and maintain customer satisfaction with the services offered by the Township; provides excellent service to the public.
- Decision Making & Judgement- Makes timely, informed decisions that consider the facts, goals, constraints, and risks.
- Mathematical Reasoning with accuracy
- Self-Management/Time Management - Managing one's own time and the time of others. *Able to meet tight deadlines and changing priorities.
- Organizational skills.

- Confidence/Ethics/Integrity
- Team Leadership/Teamwork/Staff Management

Physical Requirements:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel objects, and reach with hands and arms.

Tasks in this position involve the ability to exert moderate physical effort in sedentary to moderate work. This position will require mobility (sitting, standing, walking, bending, etc.) up to (8) hours a day in the office setting. The employee must be able to lift and/or move up to 35 pounds. Be able to operate office machinery.

Work Environment: Work is typically performed in a professional office environment.

Position Type and Expected Hours of Work:

This is a full-time, Exempt, position. Typical days and hours of work are Monday through Friday with expected monthly (evening) meeting(s) attendance. May work in excess of 40 hours a week, when required.
