

State College Borough

Finance Director

Job Description



REPORTS TO: Assistant Borough Manager/CFO
ROLE & LEVEL: L3

DEPARTMENT: Finance
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Finance Director is responsible for supervising all Borough financial operations and functions including general accounting, cash and investment management, budget preparation and monitoring, payroll, accounts receivable and payable, utility billing, and fixed asset control. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop efficient and innovative ways to accomplish the Borough's business strategies.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Oversees the Payroll, Accounts Payable, Accounts Receivable and General Accounting functions to ensure accuracy and timely payments and financial reporting
- Manages cash to ensure payment of all Borough obligations while maintaining the highest return possible within the law and Borough policies
- Oversees all accounting and financial reporting for all Borough entities except for the collection of Real Estate, Earned Income, and Local Services taxes
- Reconciles all Balance Sheet accounts including fixed assets and coordinates the annual audit and audit report; coordinates the annual audit by independent auditors
- Prepares regular financial reports for internal management and Borough Council
- Analyzes financial data and prepares historical trend analysis and forecasts
- Assists with the annual Capital Improvement Plan and annual budget
- Prepares and submits reports to federal and state agencies
- Reviews and approves all Accounts Payable Vouchers

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures

State College Borough

Finance Director

Job Description



- Participates in the development of organization-wide and administration of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles of office management and financial administration
- Knowledge of generally accepted accounting procedures and principles
- Knowledge of budgeting techniques and procedures
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of organization-wide and departmental goals
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to develop organization-wide departmental goals, objectives, and procedures
- Ability to develop and administer budgets and understand financial reports
- Ability to foster collaboration in a complex organizational environment
- Ability to communicate effectively orally and in writing
- Ability to delegate, manage, and supervise effectively
- Ability to lead and motivate others to achieve goals

MINIMUM QUALIFICATIONS:

Bachelor's degree in finance, accounting or related field; supplemented by six or more years' directly-related experience, including at least two years of supervisory or management experience in local government; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Master's degree in accounting, business management or related field
- Certified Public Accountant (CPA) license

**State College Borough
Finance Director
Job Description**



PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks 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 work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

**State College Borough
Finance Director
Job Description**



The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date