**MASON COUNTY ROAD COMMISSION**

**JOB DESCRIPTION**

**Title: Director of Finance & Administration**

**Updated October 1, 2018**

**GENERAL SUMMARY:**

**The Finance & Office Manager reports directly to the Manager/Director. Work is performed in accordance with the overall department policies and the accepted professional standards with considerable latitude to exercise independent judgment in solving problems that arise within the delegated area of responsibility. Extensive experience and familiarity with the concepts, practices, and procedures and a working knowledge of budgeting, financial reporting, and other accounting procedures.**

**The Finance and Office Manager performs the role of the Chief Financial Officer which includes:**

1. **Responsibility for the accounting, financial reporting, budget development and budget monitoring functions of the Road Commission.**
2. **Responsibility for the integrity and accuracy of the financial and accounting system used by the Road Commission.**
3. **Responsibility to maintain the accounting system in a manner consistent with established and accepted governmental accounting principles and practices.**
4. **Responsibility to oversee payroll, accounts payable, accounts receivable, inventory and cost accounting activities of the Road Commission.**
5. **Responsibility for short- and long-term strategies, and operational policies and procedures relating to the information technology needs of the Road Commission. Coordinating with outside vendors when necessary to achieve such information technology strategies, policies and procedures.**
6. **Assisting the Manager/Director in all issues that have a financial impact on the Road Commission, including but not limited to workforce productivity, asset/equipment management, cost accounting, and capital projects.**
7. **Responsibilities for any additional duties that are assigned by the Manager/Director.**
8. **Administer the employee benefits program.**
9. **Administer the Road Commission’s participation in the liability pools and the workers compensation programs.**
10. **Responsibility for designating job assignments for the Office Staff. Provide training and annually evaluate the office staff employees.**
11. **Assists the Manager/Director with strategic planning as it relates to workforce needs, capital needs, revenue generation and expense management.**
12. **Serve as Clerk of the Board.**

**EXAMPLES OF DUTIES:**

Prepares annual budgets and long-range financial plans. Prepares routine and special reports as needed by management.

Prepares and presents monthly financial reports to the Board.

Responsible for coordinating with Manager/Director, County Highway Engineer, Superintendent, Shop Foreman and other personnel to ensure correct cost accounting of all Road Commission operations. Prepares and posts financial transactions and adjusting entries to the general ledger: supervises monthly reconciliations, and all accounting transactions of the Road Commission

Responsible for providing information to auditors for both annual audit and MDOT audits. Develops and implements corrective action plans and procedures, as a result, of such audits. Oversees preparation of information needed for annual Workers’ Compensation audit.

Responsible for oversight of all payroll functions to ensure that computing, withholding, and deductions associated with net pay is done properly and timely. Oversees preparation and submittal of required documentation associated with federal, state, and local authorities such as W-2’s, monthly, quarterly, and annual reporting requirements. Oversees and ensure timely preparation and accurate cost distribution of salaries and wages, fringes, equipment usage, overhead and related benefits in compliance with the Commission’s internal controls. Interprets Commission employment policies and government regulations in connection with payroll activities and makes appropriate recommendations on modifications to management. Deals one-on-one with employees, answering questions, supplying additional information when applicable.

May process financial transactions within the various modules of Pro Fund Accounting: Accounts Payable, Sales, Cash transactions, Budgets, Inventory, Job Cost, Time Track, Payroll, etc. and has the ability to train others in their assigned areas.

Coordinates the acquisition, deployment, and upgrades of the accounting and financial reporting software for the Road Commission and is responsible for maintaining an awareness of current technology offerings and making recommendations.

Interfaces and advises routinely with Manager/Director and Management Team on employee benefits issues.

Supervises preparation and submittal of the State Maintenance and TWA billings monthly, as well as the annual calculation of leave and benefit rate using MDOT’s form 455C, and all required documentation submittals. Assists Manager-Engineer and Director of Operations in monitoring State Maintenance budget.

Participates on committees as needed.

The duties stated here are intended to describe the general nature and level or work being performed by an employee assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

**ESSENTIAL JOB ELEMENTS -ADA:**

The physical demands and work environments described here are representative of those that must normally be met by an employee to successfully perform the essential functions of this job. Individuals with disabilities may be allowed to demonstrate alternate ways to perform the job; reasonable accommodations may be made to enable such individuals to perform such essential functions.

While performing the functions of this job, the employee is frequently required to finger, handle, feel or operate machines, or controls and reach up, down, out, etc. The employee is occasionally required to climb or balance and stoop; the employee is regularly required to walk, stand, sit, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee occasionally works near moving mechanical parts and is exposed to wet and/or humid conditions. The noise level in the environment is generally quiet.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Requires considerable knowledge and understanding of: general ledger accounting and accounting terminology; transaction codes and procedures used in a complex computerized financial management system; office procedures and proven ability to exercise discretion, good judgement and take initiative. Skill in the use of Microsoft Office applications; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, and the public; ability to occasionally lift heavy objects.

**DESIRABLE QUALIFICATIONS:**

Bachelor’s degree in Business Administration, accounting or related area is desirable; Five years responsible work experience in finance and/or accounting with an emphasis on governmental or public agency accounting preferred; or any equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:**

None.

**NOTE:**

The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990) FLSA Code: Exempt