

Finance Director

LAPEER COUNTY ROAD COMMISSION JOB DESCRIPTION TITLE: Finance Director

The Lapeer County Road Commission (LCRC) seeks an experienced accounting professional, with experience in governmental or public agency accounting for the position of Finance Director. The Finance Director works under the direct supervision of the Managing Director and with the management team to plan and develop operating, administrative, fiscal programs, and policies to achieve organizational goals.

GENERAL SUMMARY: The work of the Finance Director is performed in accordance with the overall department policies and the accepted professional standards with latitude to exercise independent judgment in solving problems that arise within the delegated area of responsibility. Extensive experience and familiarity with the concepts, practices, procedures and a working knowledge of budgeting, financial reporting, and other accounting procedures. The Finance Director performs the role of the Chief Financial Officer which includes:

- Works with and oversees the Payroll and A/P clerks in the performance of all accounting procedures with the ability to fill in as needed
- General ledger accounting, job cost accounting, procedures used in a complex computerized financial management system, applicable legal requirements and laws, and have the proven ability to exercise discretion and good judgement.
- Responsibility for the accounting, financial reporting, budget development and budget monitoring functions of the County Road Commission.
- Responsibility for the integrity and accuracy of the financial and accounting system used by the County Road Commission.
- Responsibility to maintain the accounting system in a manner consistent with established and accepted governmental accounting principles and practices.
- Responsibility to oversee payroll, accounts payable, accounts receivable, inventory and cost accounting activities of the Road Commission.
- 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 informational technology strategies, policies and procedures.
- Assisting the Managing 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.
- Assists the Managing Director with strategic planning as it relates to workforce needs, capital needs, revenue generation and expense management.
- Serve as Board Secretary.
- The candidate must possess strong communication and interpersonal skills along with sound understanding of fiscal management and budget control.

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- Prepares annual budgets and long-range financial plans.
- Prepares and posts financial transactions and adjusting entries to the general ledger; supervises monthly reconciliations, and all accounting transactions.

Responsibilities for any additional duties that are assigned by the Managing Director.

KNOWLEDGES, 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.

EXAMPLES OF DUTIES: Prepares routine and special reports as needed by management 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. 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 state annual reporting requirements. Oversees and ensures 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 Precision Computer Solutions: Accounts Payable, Accounts Receivable, Budgets, Inventory, Time Card Kiosk, Payroll, etc., and have the ability to train others in their assigned areas. Responsible for 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 Managing Director in monitoring State Maintenance budget. Participates on committees as needed.

DESIRABLE QUALIFICATIONS: This position favors a Bachelor's Degree in one of the following: Accounting, Finance, Business Administration, Public Administration or Public Policy. A minimum of five (5) years' experience with accounting and budget/financial planning is required. An emphasis on governmental or public agency accounting is preferred; or any equivalent combination of education and experience. Knowledge of Michigan Transportation Funding, governmental financing, and labor relations is a positive factor as are experience with the Open Meetings Act and the Freedom of Information Act

LCRC offers outstanding benefits including a Defined Contribution plan, health, dental and vision plans, as well as paid sick, vacation time, 12 paid holidays, a 457 plan, and life insurance.

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Applications with an updated resume and cover letter can be emailed to jobs@lapeercrc.org. or mailed to the Lapeer County Road Commission at 820 Davis Lake Road, Lapeer, MI 48446. A job description and application are available on our website at <https://www.lcrconline.com/about/employment/>

The Lapeer County Road Commission is an equal opportunity employer.

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, color vision and ability to adjust focus. The noise level in the environment is generally quiet.