

COUNTY OF LEELANAU  
JOB DESCRIPTION

**FINANCE DIRECTOR**

Supervised By: Administrator  
Supervises: Accounting/Payroll Staff

FLSA: Non-Exempt

**General Summary:**

The Finance Director is responsible for maintaining the integrity and accuracy of the financial accounting system used by the County in a manner consistent with established and accepted governmental principles and practices. Works in close collaboration with the County Administrator, County Clerk, and the County Treasurer, as well as in support of other County departments. Responsibilities include budgeting, accounting, monitoring expenditures and revenues, grant accounting, payroll reports, financial reports, purchasing and fixed assets inventory, and any other accounting and support functions.

**Essential Duties and Responsibilities:**

- Responsible for the maintenance of an established state mandated accounting system for all County funds and ensures the integrity of the system. Identifies possible problem areas in accounting procedures, evaluates proposed changes, and makes recommendations for adjustments.
- Maintains financial systems in sufficient detail to produce adequate cost, financial, and statistical data for management purposes, and to meet statutory requirements. Analyzes and interprets fiscal records and prepares financial statements that reflect the accurate financial condition of the County.
- Under the direction of the County Administrator and in cooperation with the County Treasurer, coordinates the preparation of the annual County budget, including collecting financial information, working with all County departments on the preparation of revenue and expenditure estimates, and coordinating preparation of the final approved budget. Monitors and recommends budget adjustments as outlined in Public Act 2 of 1968, as amended.
- Prepares yearly financial report and coordinates with the County auditor. Conducts all year-end balancing and prepares adjusting entries for audit. Serves as a resource and liaison with the County auditor, and coordinates the implementation of systems to correct problems identified by the auditors.
- Utilizes only approved county software computer systems.

- Oversees the purchasing of County supplies, equipment, and vehicles utilizing the County purchasing policies and procedures. Oversees and reconciles accounts for all county credit cards.
- With input from the County Treasurer and County Clerk, is responsible for the establishment of internal controls and procedures to ensure security of transactions.
- Responsible for assuring the general ledger chart of accounts are correctly identified to meet all Federal and State guidelines.
- Develops financial information for use in the decision-making process and ensures the accuracy of monthly and other financial reports. Analyzes cost effectiveness for pending decisions.
- Works with the County Administrator to review and monitor all insurance matters, including liability and property claims and incident reports.
- In coordination with the Administrator and the Treasurer, responsible for the monitoring, payment schedules, and recommending options to the Commissioners of the MERS Benefit program.
- All grant proposals will be reviewed by the Finance Director, regardless of preparer. Responsible for compliance with grant financial requirements, preparation of all grant financial reports and requests for funds.
- Supervises the accounting/payroll staff, and with their assistance, will prepare and submit all payroll reports, including state and federal taxes, FICA, MERS, Union dues, required/ miscellaneous employee deductions, etc., and to reconcile each by employee.
- Prepares and balances monthly and yearly reports including but not limited to County cost allocation report, F-65 report, transportation report, payroll deductions report, as well as deficit elimination plans after audit (if necessary), Form 941 Federal tax return, yearly qualifying statement, and housing records.
- Maintains County fixed assets records, including but not limited to properties, lands, and buildings, as well as County-owned vehicles (depreciation, mileage, and maintenance).
- May review the reconciled bank accounts.
- Any other duties as assigned by the County Administrator.

The above statements are intended to determine the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties by personnel so classified.

**Employment Qualifications:**

**Education:** Bachelor's Degree in Accounting or related field preferred.

**Experience:**

- Minimum of three (3) years of experience in government accounting.
- Excellent written and verbal communication skills.
- Skilled in the use of office equipment and technology, including substantial experience in Microsoft Office Suite and the ability to master new technologies relevant to the position. Experience with BS&A software is preferred.
- Ability to establish effective working relationships and to interact professionally, constructively, and diplomatically with top level administrators, other employees (both union and non-union), elected officials, and any other representatives of the business.

**Other Requirements:** Valid Michigan Driver's License; computer knowledge and experience working in computerized systems such as Microsoft Office Suite applications, including Outlook, Word, and Excel.