

**DIRECTOR OF FINANCE**  
**JOB DESCRIPTION**

**Definition**

This salaried position reports directly to the Town Manager. The Director performs administrative and analytical accounting work maintaining and interpreting fiscal records for the Town of Bloomsburg and is responsible for budgetary preparation and controls. Oversees payroll and accounts payable.

Work involves applying proper accounting standards to financial data to ensure that funds are treated correctly in accordance with generally accepted accounting principles and statements of Government Accounting Standards Board (GASB) and applicable Federal and State requirements, so that records accurately reflect the condition of Town finances.

Work is performed independently in accordance with applicable schedules and procedures. Accuracy and adherence to procedure are reviewed through periodic audits by an independent CPA firm.

**Typical Examples of Work:**

1. Responsible for data entry such as receipts and general journal entries to accounting system and prepares periodic summary reports of fiscal status showing such things as comparison of expenditures with budgeted amounts.
2. Compares receipts and expenditures with account balances, locates errors, and reconciles accounts.
3. Troubleshoots finance and payroll software problems.
4. Maintains fiscal records in accordance with established accounting standards.
5. Responsible for insuring financial and programmatic compliance requirements of grants and contracts including CDBG, DUI, DEP, etc.
6. Calculates fees, penalties, interest charges on allocations by choosing proper formula based on the situation.
7. Analyzes fiscal data to determine the financial condition of the Town.
8. Prepares all reports required by the Commonwealth of Pennsylvania for Liquid Fuels funds.
9. Provides employee salary information required for Police and Town Employee Pension Plan administration as well as for other required filings (ie. Workers Compensation).
10. Responsible for obtaining and analyzing borrowings and for borrowing compliance.
11. Administers downtown revolving loan fund and works with applicants requesting this assistance from the Town Manager. Maintains subsidiary ledger of loan payments for annual reconciliation and confirmation.
12. Summarizes transactions made by Pension Fund trustee for inclusion into accounting system for Police and Town pension funds.

13. Acts as Fiscal Officer for all grants.
14. Maintains records of taxes receivable as an internal audit control against elected tax collector and attends tax assessment appeals.
15. Attends Finance Committee meetings and others as required by the Town Manager.
16. Prepares and reviews list of bills for approval at monthly Council meeting.
17. Provides information when at meetings on fiscal, budgetary and accounting matters when requested.
18. Prepares preliminary budget figures by summarizing past expenditures, estimating costs of future needs, computing expected revenues and organizing data into required format.
19. Prepares budget together with the Town Manager.
20. Prepares monthly cash flow forecasts and works with local financial institutions to aid in the investment of funds.
21. Makes necessary entries to accounting records to resolve audit adjustments.
22. Performs cost analysis of Town government.
23. Assembles account information and answers questions for federal, state and independent auditors.
24. Maintains computer directory of confirmation letters used by independent auditors in performance of annual audit.
25. Answers questions from the public, grantees, contractors, vendors or auditors on invoices, receipts, fees, payments, etc.
26. Prepares work papers, spreadsheets and other documentation required by independent auditors in performance of annual audit.
27. Supervises payroll, quarterly and year-end tax returns including W-2 forms.
28. Prepares and enters weekly general journal entries for payroll.
29. Prepares annual 1099 forms for unincorporated vendors as needed.
30. Is responsible for Town credit cards issued to employees and for all accounts payable transactions made per credit card.
31. Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Job Knowledge:**

Must be proficient in the principles and practices of finance administration and accounting principles and procedures including cost accounting. Must have the ability to apply and adopt established accounting procedures to a variety of situations and transactions and be skilled in the analysis and interpretation of accounting records.

### **Related Skills:**

Ability to communicate clearly and concisely, orally and in writing. Ability to operate a computer with knowledge of word processing and spreadsheet programs, analyze packaged accounting and payroll software, and the ability to apply and adopt established procedures to a variety of situations and transactions. Knowledge of the functions and operations of Town government. Ability to supervise and train other employees in payroll and the maintenance of fiscal records.

### **Education and Experience:**

A Bachelor's degree in accounting and a minimum of five (5) years' experience in accounting, where a minimum of three (3) of those years are in governmental accounting. Experience with Freedom System software and Paychex a plus.

### **Essential Functions:**

- Lifting up to thirty (30) pounds without assistance
- Continuous sitting and working at a desk and input on a computer for long periods of time
- Handling high levels of stress
- Bending, stooping, speaking, listening, seeing
- Ability to pass pre-employment drug and alcohol testing
- Must be able to pass a criminal background check and be bonded

### **Selection Guidelines:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job changes.