

SHIAWASSEE COUNTY ROAD COMMISSION
JOB DESCRIPTION

TITLE: DIRECTOR OF FINANCE/HUMAN RESOURCE/CLERK OF THE BOARD FLSA: Exempt

GENERAL SUMMARY:

Under the general direction of the Shiawassee County Board of Road Commissioners and the Managing Director, manages the accounting, financial, and human resources/personnel functions and supervises the office staff. Acts as secretary for the Board of Road Commissioners.

ESSENTIAL FUNCTIONS:

1. Oversees and/or coordinates the flow of financial data between the office, stockroom, administrative staff, County Treasurer, banks, Michigan Department of Transportation, certified public accountants, and various other auditors.
2. Verifies journals and ledgers, reviews monthly trial balances and records adjusting entries and closing entries for the road commission general operating fund & OPEB Trust Fund. Verifies journals and ledgers for the fixed asset fund and highway bond funds. Prepares financial reports for Board of Commissioners and Managing Director.
3. Controls cash flow and invests excess funds for the road commission.
4. Prepares deposits and transfers funds for voucher payments and payrolls.
5. Handles all aspects of Human Resources including but not limited to, processing new hire paperwork, all insurance paperwork and employee related issues or changes including completion of various employee insurance and retirement change forms, prepares employees/retirees for annual open enrollment in October, works as a liaison with agent of record for health insurance, sick and accident, life insurance, maintains employee census for actives and retirees.
6. Manages all Short Term Disability, Work Comp, and FMLA requests and absences.
7. Process all workers compensation claims and works directly with CRASIF/ASU on these claims. Prepares for Workers Compensation audit annually. Files form 300/300A Report of Injury/Accident Reporting with the state annually and keeps the form updated on the board in the breakroom and lunchroom.
8. Checks employee health, dental, and life insurance/sick and accident billings for accuracy of employee changes. Prepares voucher for posting.
9. Liaison to Insurance providers to resolve claim issues, renewals,
10. Prepares annual Act 51 Financial Report, GASB 34, MD & A, Annual Report and Notes for year end processing.
11. Prepares financial statements and year end reports that comply with generally accepted auditing standards (GAAP).
12. Supervises, delegates work, trains, counsels, schedules vacations, and administers disciplinary actions as required to office personnel.
13. Prepares township cost share data maintaining a file of current balance status, including updating all billed and paid amounts.

14. Acts as board secretary recording minutes at meetings, preparing agendas, and advising of policies and laws affecting board decisions.
15. Prepares annual budget & amends the budget, as needed. Advises the road commissioners of the financial condition of the road commission.
16. Reviews and approves all payrolls and accounts payable vouchers.
17. Assists in the preparation of information regarding pending lawsuits.
18. Assists labor counsel in preparing management's case for arbitration hearings and negotiations.
19. Member of the Road Commission Negotiation Committee.
20. Assists in interviewing and hiring of office personnel. Hires temporary office staff.
21. Maintains various files such as commission policies, contracts/agreements, civil action (legal), insurance policies, public official bonds, annual reports and financial reports, federal and state aid project account balancing.
22. Attends seminars, conventions, and meetings and may represent the Board of Road Commissioners and/or the Managing Director.
23. Will process all road abandonments, and road easements.
24. Maintain and order office supplies and forms as needed.

May be required to perform a variety of tasks as requested by the Board of Road Commissioners and/or the Managing Director.

OTHER FUNCTIONS:

Candidates who cannot perform some or all of these duties because of disabilities will nevertheless receive full consideration for the job based on their ability to perform essential functions.

1. Verifies bank account balancing/reconciliations.
2. Prepares and maintains monthly statement of accounts and submits to County Treasurer.
3. Update budget report to detailed trial balance.
4. Verifies and records deposits and prepares billings to townships for maintenance and construction matching programs and to townships and others for sundry accounts receivable. Responds to questions from township officials and other officials regarding the status of accounts and funding.
5. Process project close-outs as requested by foreman/supervisors ensuring all material, labor, equipment, accounts payable invoicing are posted prior to billing.
6. Prepare billings for accident/damage from UD-10 reports, both state and county incidents.
7. Enters material requisitions daily which are then verified by the Office Manager.
8. Is responsible for overseeing physical inventory.

9. Process invoices for project billings and quarterly township signal charges, if applicable.
10. Prepares and advertises public hearings, public notices, and meeting date changes.
11. Maintains & balances various subsidiary ledgers such as fixed assets, purchases, disposals, depreciation, road abandonments, and road easements.
12. Schedules board room usage.
13. Receives and distributes incoming mail.
14. Suggests and develops new data processing applications for accounting functions.
15. Reviews external correspondence prior to distribution to office personnel for typing and/or mailing.
16. Back-up for Office Manager/Accounts Payable/Deputy Clerk in their absence.

MINIMUM REQUIREMENTS:

The following are required to enable job holders to perform the essential function of the job.

1. SKILLS/KNOWLEDGE:

- Ability to operate various types of office equipment including networked computer, calculator, FAX machine, and copy machine.
- Ability to deal with employees and the public tactfully and courteously.
- Ability to manage and discipline a staff of employees.
- Ability to prepare and maintain accurate records, correspondence, and reports on a computerized system.

2. EDUCATION:

- Associates Degree in Accounting or Business or equivalent of training at vocational school with at least five years experience in double entry governmental bookkeeping and some course work in management skills or a bachelor's degree in accounting with some course work in management skills.
- Two years experience in computer operations and modern accounting practices with some knowledge of the principles underlying State Laws and regulations pertaining to County government.
- Five years minimum supervisor experience.

This job cannot be adapted so that someone with difficulty reading or writing could fully meet job demands.

3. PHYSICAL REQUIREMENTS:

Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.

- Ability to lift 20 pound journals and ledgers on a daily basis, no more than 4 feet high to a desk or table for seconds.

- Ability to lift 20 pound journals and ledgers on an annual basis no more than 10 feet high to place on shelves for seconds.
- Ability to lift and move boxes of approximately 60 pounds on a semi-monthly basis approximately 3 feet high for seconds.
- Ability to sit at a desk for 10 hours with a 1 hour break after the first 5 hours while answering the phone or operating computer/word processing equipment.

4. VISUAL ACUITY, HEARING, SPEAKING:

Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.

- Ability to speak clearly and audibly.
- Ability to hear telephone communications and radio transmissions.

5. ENVIRONMENT AND SCHEDULING:

This is a salaried position and requires working whatever hours are required to complete the essential functions of the job.

NOTE: The above description has been developed based on the guidelines as defined by the Americans with Disabilities Act (1990). Typical duties were identified through on-site analysis and confirmation from the employer. This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.