

Director of Finance and Human Resources/Clerk of the Board

The Shiawassee County Road Commission is seeking qualified applicants for the position of Director of Finance and Human Resources/Clerk of the Board. This is a full-time position. Applicants should possess, at a minimum, an Associate's Degree in accounting/finance/business or equivalent and at least five years' experience or Bachelor's Degree in accounting or business administration with two years' work-related experience. Previous work experience in the field of public road transportation is highly desired. The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job may be considered.

The position of Director of Finance and Human Resources/Clerk of the Board operates under the general direction of the Managing Director of the Shiawassee County Road Commission. The Finance Director/Clerk of the Board operates as the Chief Financial Officer of the Shiawassee County Road Commission and is responsible for all financial documentation as well as the preparation of annual Act 51 Reports, annual report, audits, oversees the processing of invoices, statements and accounts payable, and the preparation and recommendation of the annual budget to the Shiawassee County Road Commission Board. The Director of Finance and Human Resources/Clerk of the Board oversees the business office of the Road Commission, as well as the preparation of all bank deposits and transmittals to the County Treasurer. The Director of Finance & Human Resources/Clerk of the Board is responsible to oversee payroll processing, all investments, accounts, end of month and end of year closing statements, and any or all other duties and responsibilities as may be assigned by the Managing Director and/or the Shiawassee County Road Commission Board. In addition, the Director of Finance and Human Resources/Clerk of the Board handles all Human Resource related duties of the Road Commission, including administration of health insurance, sick and accident, retirement plans, and any employee related concerns or issues. The Director of Finance and Human Resources/Clerk of the Board is responsible for attending all Shiawassee County Road Commission Board meetings and the minutes of these meetings.

The salary range for this position will be determined based upon qualifications and experience. The Shiawassee County Road Commission offers an excellent benefit package. Salary and benefit reviews are undertaken annually by the Shiawassee County Road Commission Board. We will accept applications starting on Monday, November 28th, 2022. An application form and job description can be obtained at the Shiawassee County Road Commission, 701 West Corunna Avenue, Corunna, MI 48817, Monday-Friday from 7:00 a.m. to 3:30 p.m. They can also be requested by email at generalmail@shiawasseeroads.com or found on our website at www.shiawasseeroads.com. The deadline to submit an application, letter of interest and resume is December 16th, 2022 at 3:00 p.m. Applications will be accepted at our location or by email and US Postal Service. Candidates requiring confidentiality should so indicate.

The Shiawassee County Road Commission is an equal opportunity employer.