

Deputy Director of Finance and Human Resources
Shiawassee County Road Commission – Corunna, MI

Job Type: Full-Time (No Weekends)
Salary: \$70,000 – \$80,000 annually (DOQ)
Application Deadline: April 30, 2026

Position Summary

The Shiawassee County Road Commission is seeking a detail-oriented and dependable Deputy Director of Finance and Human Resources to support day-to-day financial operations and HR functions. This is a hands-on role with primary responsibility for accounts payable, inventory tracking and control, and serving as backup for payroll processing, while also assisting leadership with broader finance, HR, and reporting responsibilities.

This position is designed as a growth opportunity, offering the potential for advancement to Director of Finance and Human Resources within one year, based on performance and organizational needs.

Key Responsibilities

- Manage full-cycle accounts payable, including invoice processing, vendor setup, and payment runs
 - Oversee inventory tracking and control, including monitoring materials, reconciling balances, and ensuring accurate valuation and reporting
 - Maintain accurate general ledger entries related to payables, inventory, and cash disbursements
 - Reconcile bank accounts, credit cards, and inventory-related accounts
 - Serve as backup for payroll processing, including data entry, review, and reporting
 - Assist with month-end and year-end close processes
 - Support annual audit and financial reporting requirements
 - Assist with budget tracking and financial analysis
 - Prepare reports and supporting documentation for Board meetings
 - Support HR functions, including:
 - Employee onboarding and personnel records
 - Benefits administration (healthcare, deferred compensation)
 - Ensure compliance with governmental accounting standards and internal controls
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Qualifications

- Bachelor's degree in Accounting, Finance, Human Resources, or related field (required)
 - 2–5 years of experience in accounting or finance (public sector preferred)
 - Strong experience with accounts payable, inventory, and/or payroll
 - Familiarity with governmental or fund accounting is a plus
 - Experience working with or supporting a governing board is a plus
 - High attention to detail and strong organizational skills
 - Proficiency in Excel and accounting/payroll systems
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Compensation & Benefits

- Competitive salary: \$70,000 – \$80,000
 - Comprehensive public sector benefits package, including:
 - Health insurance, dental, vision
 - Paid holidays and generous paid time off
 - Retiree healthcare savings plan
 - Deferred compensation plan with employer match
 - Stable, long-term government employment
 - Consistent weekday schedule (no evenings or weekends)
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How to Apply

Interested candidates must submit a resume and cover letter along with a completed Non-CDL Employment Application to be considered.

The application may be submitted by one of the following methods:

Email: generalmail@shiawasseeroads.com

Mail: Shiawassee County Road Commission, 701 W Corunna Ave, Corunna, MI 48817

In Person: Shiawassee County Road Commission, 701 W Corunna Ave, Corunna, MI 48817