

POSITION DESCRIPTION

Title	Finance Manager	Type	Management, Exempt
Department	Administration	Union	Non-Union
Date	January 3, 2024	Location	25

WORK OBJECTIVE

The Finance Manager coordinates, administers, and supervises all financial areas to include budget preparation and administration, cash management, revenue collection, and data processing. This position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the organization's business strategies.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

1. Responsible for the continuous administration, development, and implementation of the Borough's annual budget; researches, prepares, and files required reports to federal, state, county, and local agencies
2. Responsible for supervision and implementation of all aspects of payroll, accounts payable, accounts receivable, escrow, grant monies, pensions, debt and cash management, banking, auditing, internal control, budgeting, worker's compensation and other insurance policies, collections, liens, and financial reporting
3. Responsible for working with external auditing firms
4. Responsible for management of the Borough's finance department staff which includes 4 FTE's
5. Review general ledger accounts, monitors reports, sets up new accounts, and oversees all aspects of the accounting and record keeping systems; prepares and approves journal entries, warrant or bill requests, subsidiary entries, account analyses, etc.
6. Prepare written and verbal reports to the Borough Manager, Borough Council, and department heads concerning financial matters of the Borough
7. Plans, manages, authorizes, and carries out a comprehensive investment program of all Borough idle funds and provides regular review of cash flow analysis
8. Research and plan for cash flow; collect data for preparation for long-range forecasts for township revenues and expenditures; conduct cost analysis studies of township facilities; collect data and fiscal operations of other area municipalities
9. Review financial management and accounting literature and attends professional meetings to keep abreast of developments in local government finance; maintains contacts with affiliated associations for maintaining current professional standards

REQUIRED MINIMUM QUALIFICATIONS, CERTIFICATIONS AND ABILITIES

1. Bachelor's degree in finance, public administration, or a closely related field and 4 years relevant experience. 4 years experience with various financial management software programs.
2. Ability to obtain a \$2-million bond.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS

1. Master's degree, CPA, and relevant supervisory experience in a financial management setting

KNOWLEDGE, SKILLS, AND ABILITIES

1. Microsoft Office Suite, Excel, AccuFund, Muni-Link
2. Knowledge of the Second-Class Township Code, government process, local ordinances and resolutions, and state and federal laws affecting second class townships
3. Excellent oral and written communication skills
4. Knowledge of the laws and policies governing municipal finance, accounting practices and procedures
5. Knowledge of fiscal matters associated with governmental accounting (i.e., municipal bonds, contracts management, grant administration, investment, etc.)
6. Knowledge of applicable federal and state laws, rules, regulations regarding local government operations
7. Skill in preparing and administering budgets
8. Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
9. Ability to formulate, initiate, and administer policies and procedures for effective fiscal control
10. Ability to develop and interpret budgets, contracts, fiscal and financial reports
11. Ability to handle confidential information with tact and discretion
12. Ability to establish and maintain effective and cooperative working relationships with those contracted in the course of work
13. Ability to respond to citizen inquiries and complaints, effectively, concisely, and tactfully
14. Familiarity or willingness to learn DCED Chart of Accounts and Borough Code
15. Knowledge of current social, political, economic trends, and operating issues of municipal government

PHYSICAL DEMANDS

1. Must be able to remain in a stationary position for extended periods of time
2. Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
3. Constantly operates a computer and other office machinery, such as a copier, printer, and scanner
4. Must be able to communicate clearly and accurately in person, over the phone, and over electronic means
5. Occasionally transport files from storage to desk for use

WORK SCHEDULE AND ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Daily reporting location is the Borough Municipal Building and work is performed there as well as at other Borough facilities and locations throughout the Borough, and occasionally at other locations outside the Borough.

The position of the Finance Manager is an exempt position and is expected to work the time necessary to capably complete the essential functions of the position. The Borough office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. The Finance Manager will be required to perform frequent evening and weekend duties as well as "call-in" duties.

PRE-EMPLOYMENT CONDITIONS

1. Prior to employment, an applicant selected for this position must satisfactorily complete a drug and/or alcohol screening test and physical examination to determine if an applicant is physically capable of meeting the essential functions of the job.

The job description does not constitute an employment agreement between East Stroudsburg Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

East Stroudsburg Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, East Stroudsburg Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current

employees to discuss potential accommodations with the employer.

This job description is not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by the Borough Manager. This position is an at-will Exempt Management position. The position is salaried, and no additional compensation is authorized for overtime.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date