



JOB DESCRIPTION

1155 Red Fox Rd
East Stroudsburg, PA 18301
Phone: 570-223-5082
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www.smithfieldtownship.com

TITLE: Budget & Finance Manager

HOURS: 40 hrs/week

DEFINITION: The Budget & 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. This position coincides with the bonded Township Treasurer's office. The Budget & Finance Manager serves at-will.

TYPICAL DUTIES:

- Responsible for the continuous administration, development, and implementation of policies and procedures for carrying out the budgetary program; researches, prepares, and files required reports to federal, state, county, and local agencies
- Responsible for supervision and implementation of all aspects of payroll, accounts payable, accounts receivable, escrow, Volunteer Service Tax Credit Program, pensions, debt and cash management, banking, auditing, internal control, budgeting, worker's compensation and other insurance policies, and financial reporting
- Reviews 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 analysis, etc.
- Prepares written and verbal reports to the Township Manager, Board of Supervisors, and department heads concerning financial matters of the township
- Prepares annual draft budgets for the Board of Supervisors and Township Manager
- Plans, manages, authorizes, and carries out a comprehensive investment program of all Township idle funds and provides regular review of cash flow analysis
- Researches and plans for cash flow; collects data for preparation fo long-range forecasts for township revenues and expenditures; conducts cost analysis studies of township facilities; collects data and fiscal operations of other area municipalities
- Reviews 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

MINIMUM QUALIFICATIONS:

Bachelor's or Associate's degree in finance, public administration, or a closely related field; may be required to have a valid Pennsylvania state driver's license. May be required to have or obtain additional formal industry certification(s) based on area of assignment. 2 years experience in Quickbooks or other financial management software. Ability to be bonded.

REQUIRED SKILLS:

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

PHYSICAL REQUIREMENTS:

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

DISCLAIMER—This job description is not designed to contain a comprehensive list of activities, skills, or physical responsibilities required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

By signing below, I affirm that understand the requirements, essential functions, and duties of this position.

Printed Name of Employee

Signature of Employee

Date