

Treasurer/Finance Director

City of Reed City
227 E. Lincoln Ave.
Reed City, MI 49677

The City of Reed City, (population 2,490) is seeking qualified applicants for the position of City Treasurer/Finance Director. This position serves under the supervision of the City Manager.

The Treasurer/Finance Director performs all financial accounting and treasury functions of the City, ensures accurate accounting of all City funds, monitors expenditures, collects taxes and other receivables, oversees accounts payable, prepares payroll, administers cash management and investments, and prepares for the annual audit.

Essential Job Functions:

- Maintains all financial records of the City. Plans, organizes and administers the financial activities of the City in accordance with accepted fiscal practices, and state and local regulations.
- Maintains the general ledger and prepares all journal entries and adjustments as needed. Responsible for daily accounting functions.
- Preparation of annual audit including all year end journal entries for GASB adjustments. Works with auditors to ensure accuracy of financial reporting. Provides documentation and information needed for the annual audit.
- Prepare required state reports including Act 51, F65, PA202, Qualifying statement, EVIP reporting.
- Assists with the development and administration of the City budget. Works with other City departments in developing budget requests and revenue/expense projections. Provides guidance on long-term financial planning.
- Performs cash and debt management functions including investment of all municipal funds. Balances all funds and reconciles all bank accounts.
- Prepares and balances the annual tax roll, supervises the issuance of the tax bills, collection of taxes, disbursement of taxes to other jurisdictions, and tax settlement with the county treasurer. Maintains correspondence with banks and mortgage companies concerning payment of property taxes.
- Administers payroll in accordance with City procedures, and all applicable laws. Processes payroll deductions including tax levies, garnishments, benefit deductions, and pension/retirement deductions. Responsible for preparation and submission of all required state and federal reports.
- Administers employee retirement systems and other benefit plans including health insurance, life insurance, disability benefits, paid time off, 457 plans, HCS plans, etc.
- Oversee utility billing. Monitor rates and usage, and assist with rate analysis.
- Performs grant administration and reporting.
- Develop policies and procedures to ensure strong internal controls.
- Provide assistance to the City Manager and City Council as required.
- Keep abreast of new administrative issues through continued education and professional growth. Attend conferences, workshops, and seminars as appropriate.

Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associates degree in accounting, finance, business, public administration or related field, or equivalent.
- Three to five years in professional accounting or financial management in a municipal setting.
- Bachelor's Degree, public accounting or municipal finance experience preferred.
- Starting wage commensurate with experience and background. Excellent benefit package including health insurance, pension plan, and paid time off, etc.

Required Knowledge, Skills, Abilities for Employment

- Comprehensive knowledge of the principals and practices of municipal finance, accounting, and investing.
- Knowledge of GAAFR, GAAP, and GASB
- Knowledge of and ability to operate computers and financial-based software.
- Knowledge of modern office administration, supervisory practices and procedures.
- Skill in maintaining and updating records and documents.
- Skill in the use of standard office equipment.
- Ability to evaluate and control a variety of municipal financial services, analyze operating problems and make sound policy and procedural recommendations.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies and municipal professionals.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to work effectively under stress and changes in work priorities.
- Ability to attend meetings scheduled at night or at times other than regular business hours.
- Ability to train, plan, and supervise the work of others.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to process paperwork, create and update computer files and file documents. The employee is frequently required to view and create written documents. The employee must occasionally lift and/or move lightweight items. While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

Interested applicants should submit an application, cover letter, resume, and references to saladinr@reedcityhall.org; or delivered to the City Clerk's office at 227 E. Lincoln, Reed City, MI 49677.

The City of Reed City is an Equal Opportunity Employer.