

**CITY OF GRAND HAVEN  
JOB DESCRIPTION**

**FINANCE DIRECTOR**

**Supervised By:** City Manager  
**Supervises:** All department employees, directly and through subordinate staff

**Position Summary:**

Under the general direction of the City Manager, oversees and directs all aspects of the City's finance, accounting, and treasury operations. Responsible for general administration, budgeting, personnel management, and policies and procedures development. Provides financial and accounting oversight for Spring Lake Township.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plans, organizes, and directs all aspects of department operations including personnel, budgeting, and general administration. Develops, recommends and implements policies and procedures, internal controls, and goals and objectives in accordance with department needs, City directives, and legal requirements.
2. Serves as the chief financial officer of the City. Plans, organizes and directs the activities of the department in accordance with state law, accounting principles, and local policies.
3. Recruits and recommends the hiring of department employees directly or through subordinate personnel. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
4. Manages all financial and accounting functions of the City, including banking, general ledger, accounts receivable and payable, purchasing, utility billing, payroll, cost control, debt management, investments, and financial records and reporting. Reviews warrants, entries, financial statements, and other records for accuracy.
5. Plans, establishes, and directs revisions of accounts and funds in accordance with governmental generally accepting accounting principles and state and federal regulations. Monitors all funds and accounts to ensure proper use and directs a system of internal controls.
6. Directs the maintenance of financial records, required supporting documentation, and fund distributions. Authorizes journal entries, purchase orders, and expenditures and plans and supervises year-end closing procedures. Reviews variances and submits to City Manager for authorization as required.
7. Oversees in the preparation and administration of the City budget. Works with other City departments in developing budget requests and revenue and expense projections. Provides guidance on short and long-term financial planning, accounting and reporting procedures, account discrepancies, tax regulations, and City fiscal policies.

8. Develops capital budget, state required capital plans, and other long-range forecasts. Performs feasibility studies and prepares reports. Maintains property values, millage, fund histories, and other related statistics for forecasting, analysis, and reporting. Coordinates with bond council in securing debt issues for the City, EDC, and Brownfield funds.
9. Directs and completes the preparation of audit schedules for annual audit. Coordinates audit with external auditing firm and directs department staff regarding audit responsibilities.
10. Oversees various grant programs with other City departments. Supervises individual grant accounting and files reports as required by grantor agencies and auditors.
11. Oversees the treasury function of the City, including incomes taxes, property tax billings and collection, water bills, special assessments, disbursements, and tax settlement.
12. In collaboration with IT staff, maintains finance and accounting, assessing, building inspections, and other software programs. Plans, organizes, and directs a comprehensive disaster recovery program and related procedures and protocols related to the City's financial systems.
13. Works closely with the City's assessing staff. Reviews assessing activities and decisions and communicates information to the City Manager as requested.
14. Oversees all bookkeeping and accounting functions for Spring Lake Township. Supervises day-to-day transactions, budget development and administration, audit preparation, and all other related activity.
15. Maintains all necessary records in accordance with administrative rules, contract language, and legal requirements including State and Federal legislation and local ordinances and regulations. Compiles operational statistics and completes a variety of reports required by the City, State and other funding agencies.
16. Prepares regular status and special reports as requested by the City Manager or City Council, and as required by other entities. Attends City Council and other meetings, completes research and special projects, makes recommendations, and gives presentations as requested.
17. Acts as department spokesperson, establishing and maintaining effective relationships, with citizens, community groups, City officials, employees, and other interests. Responds to public inquiries, investigates complaints, and assists the public as needed.
18. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
19. Performs other related work as required.

### **Required Knowledge, Skills, Abilities and 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.*

- A bachelor's degree in finance, accounting, public administration, business management, or related field is required. A master's degree is preferred.
- Designation as a Certified Public Accountant is strongly preferred.
- Seven or more years of progressively more responsible experience in accounting or finance, including supervisory and administrative duties. Experience in fund accounting or municipal finance operations preferred.
- Substantial knowledge of generally accepted accounting principles and governmental accounting principles and practices and the ability to apply them accurately.
- Substantial knowledge of public management techniques involved in operations management, budgeting, personnel administration, and contract and project administration.
- Thorough knowledge of governmental laws and regulations and the ability to interpret and apply laws to a variety of financial functions.
- Skill in the use of office equipment and technology, including computers, specialized financial programs, and other related software, and the ability to master new technologies.
- Skill in preparing, interpreting, and analyzing complex data, developing operating and capital budgets, and creating financial forecasts and models.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in the public forum.
- Ability to develop accurate budgets and financial forecasts and prepare comprehensive and accurate reports.
- Ability to evaluate and control a variety of services, analyze a variety of operating problems, and to make sound policy and procedural recommendations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours.

**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 regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email, or in person, and move around the office to travel to other locations.