

JOB TITLE: Finance Director  
WORK SITE: City Hall, 20 E Church Street, Lock Haven, PA 17745  
WORK HOURS: 8Hrs/Day, 40 Hrs/Wk, Monday-Friday, 8:00AM to 5:00PM  
SALARY: \$48,500-\$54,500  
SUPERVISOR: City Manager

**JOB SUMMARY:**

The Director of Finance is a key member of the City's executive leadership team, receiving direction from the City Manager, overseeing \$11-million in funds including a \$4.7-million General Fund, \$3.3-million Sewer Fund, and \$2.4-million Water Fund. The position plans, organizes, provides administrative direction and oversight for, and participates in all financial and related functions and activities, which include investments, financial transaction processing, record keeping and reporting, debt administration, municipal tax processing and payroll; coordinates the production and the administration of the City's budget; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with regulatory agencies and the independent auditing firm. The position leads and supervises a department of two fulltime employees (Water Clerk, Payroll & Benefits Clerk), two part-time employees (Billing Clerk, Teller), and two elected personnel (Treasurer, Controller).

**ESSENTIAL JOB FUNCTIONS:**

- Oversees the Payroll, Accounts Payable, Accounts Receivable and General Accounting functions to ensure accuracy and timely payments and financial reporting
- Manages cash to ensure payment of all City obligations while maintaining the highest return possible within the law and City policies
- Oversees all accounting and financial reporting for all City and City-related entities including the Lock Haven City Authority and the Lock Haven Area Flood Protection Authority in accordance with the PA Third Class City Code Article XVIII
- Reconciles all Balance Sheet accounts including fixed assets and coordinates the annual audit and audit report by independent auditors
- Prepares regular financial reports for internal management and City Council
- Analyzes financial data and prepares historical trend analysis and forecasts
- Assists with the annual Capital Improvement Plan and annual budget
- Prepares and submits reports to federal and state agencies
- Reviews and approves all Accounts Payable Vouchers
- Working knowledge of Government Accounting Standards Board Statements No. 34 & 67
- Acts as Deputy Treasurer & Deputy Tax Collector in accordance with PA Third Class City Code §1408

**MARGINAL JOB FUNCTIONS:**

- Assist the City Manager and staff
- Attended meetings of the City Council, committees and community organizations as required
- Liaison to community organizations
- Perform other related duties as assigned

#### SUPERVISION:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures
- Participates in the development of organization-wide and administration of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

#### QUALIFICATIONS:

- Education: Bachelor's degree (for example: Business Administration in Accounting, B.S. Accounting)
- Preferred: Masters in Professional Accounting, Public Administration or related field  
Certified Public Accountant (CPA) license
- Experience: Four or more years' directly-related experience, including two years of supervisory or management experience in local government; or an equivalent combination of education, certification, training, and/or experience.

#### SKILLS & ABILITIES:

- Knowledge of the principles of office management and financial administration
- Knowledge of generally accepted accounting procedures and principles
- Knowledge of budgeting techniques and procedures
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of organization-wide and departmental goals
- Skill with word processing, spreadsheet programs and computer equipment
- Ability to maintain records and files and assemble data for reports
- Ability to exercise good judgement and tact
- Ability to maintain absolute confidentiality of information
- Ability to work with minimal direction and supervision
- Ability to effectively communicate with the public and with other employees
- Must be punctual, neat, and able to write legibly
- Must be able to pass a background examination

#### PHYSICAL PERFORMING ELEMENTS:

- Lifting and carrying 20-50 pounds
- Frequent bending, kneeling and reaching
- Standing for extended periods of time
- Sitting for extended periods of time
- Tasks requiring sound and visual perception and judgement

When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.

**POSITION ADVERTISEMENT:**

The ideal candidates will possess the ability to perform high-level management responsibilities such as those listed below and will possess the following education/skillset:

Expertise in the principles and practices of public agency fund finance, including investment, treasury, general and governmental accounting, auditing and reporting functions

Skill in planning, organizing, administering, coordinating, reviewing, evaluating and personally participating in a comprehensive public agency financial management program

Experience with the principles and practices of public agency budget development, administration and accountability

Experience selecting, training, developing and evaluating the work of technical and office support staff

Possession of at least four years of supervisory or administrative experience in maintaining financial records and preparing statements

Ability to effectively represent the department and the City in meetings with governmental agencies, contractors, vendors, and various business, professional, regulatory and legislative organizations

Experience preparing or directing the preparation of reconciliation of journals, ledgers and other accounting records; preparing or directing the preparation of records and reports for submission to various regulatory and other governmental agencies

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials

Bachelor's degree from a four-year college or university with major course work in accounting, economics, business or public administration or a field related to the work. Possession of a Master's degree is highly desirable.