

**SAGINAW COUNTY ROAD COMMISSION
POSITION DESCRIPTION**

POSITION: Deputy Director of Finance & Benefits **FLSA:** Exempt
DEPARTMENT: Accounting **SALARY RANGE:** \$45,000 - \$65,000

General Summary:

Assists in directing the financial management and accounting functions of the Saginaw County Road Commission to ensure the integrity of financial records and to protect the Road Commission's assets. Assists with directing the personnel/benefit programs. This management position reports directly to the Director of Finance & Benefits.

Major Duties of the Position

1. Assists with the daily activities of the Accounting Department which include, but are not limited to, the preparing and processing of: payroll, accounts payable, accounts receivable, purchase orders and vouchers, deposits, bank statement reconciliations, payroll distribution and month-end closing (updating appropriation, revenue, general and accounts receivable ledgers, and any other related financial activities).
2. Responsible for the preparation of Township Invoicing, including allocation tracking.
3. Maintains fixed assets files monthly, quarterly & yearly including yearly equipment rental rates.
4. Assists in the preparation of all monthly financial reports.
5. Assists auditors in the preparation of year-end audit, adjustment entries, and closing of the books.
6. Assists with the preparation of the annual budget with the participation of the Engineering and Maintenance Departments while consulting with Director of Finance & Benefits and the Manager.
7. Has a working knowledge of health care programs, retirement systems and other insurance programs available to the Road Commission and assists as a group contact person.
8. Assists with the preparation of the reports to the State and other Agencies.
9. Assists in preparation of Act-51 & GASB required reports.
10. Assists with the maintenance of all employee records.
11. Processes property damage claims and responsible for the collection of reimbursement for said claims.
12. Serve as a back-up Board Secretary to the Board of County Road Commissioners.
13. Performs any other duties as directed by the Director of Finance & Benefits.

The above list is intended to describe the essential functions being performed by the person assigned to this classification. It is not to be construed as an exhaustive list of all job duties performed by personnel so classified. Employees may be asked by their supervisor to perform other duties from time to time.

Qualifications:

1. A Bachelor's Degree in Accounting or Finance, or work history equivalent.
2. Should have 3 to 5 years of accounting experience, preferably in the Road Construction Industry.
3. Should have an understanding of computer systems and be proficient in Microsoft Word and Excel. An understanding of the use of Precision Accounting System a plus.

Physical Requirements and Work Environment:

Any employee in this position will be required to work independently to do any or all of the duties described. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.

While performing the work of this position, the employee works primarily in an indoor office setting; they may also travel outside of the office to attend meetings. The incumbent communicates with others orally, in person or over the telephone, to coordinate activities, explain programs or projects, and gather or provide information. When leading meetings, the incumbent communicates verbally with others in a group setting. The incumbent sits at a desk or computer for extended periods of time, with the ability to move about at will. When preparing reports, written correspondence, and communicating with others via electronic mail, he or she makes repetitive hand/arm movements using a writing instrument and paper or a keyboard and mouse. The incumbent reviews and checks the work product of others, including reports, memoranda and compilation of data. When preparing reports, the incumbent collects, analyzes, and evaluates data. The incumbent must be able to hear communications.

The employee may be required to lift or move 25 lbs., and reach shelves or file cabinets from floor level to 72 inches above the floor for general filing and review. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch and crawl.

Scheduling:

This is a salaried position and requires working whatever hours are required to complete the essential functions of the job.

Note:

The above description has been developed based on the guidelines as defined by the Americans with Disabilities Act (1990). This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.