

**OSCODA COUNTY ROAD COMMISSION**  
**JOB DESCRIPTION**

**TITLE: FINANCE DIRECTOR/CLERK**

**SUPERVISOR:** Manager

**GENERAL SUMMARY:**

Under the general direction of the Manager, manages the Commission's financial, accounting, and personnel systems.

**EXAMPLES OF DUTIES:**

Make recommendations and communicate regularly with the manager on all financial matters.

Responsible for all accounting records of the Commission, including accounts receivable, accounts payable, general ledger accounts, fixed asset accounts, receipts, and petty cash; administers the Commission's accounts in accordance with Public Act 51 (1951, as amended).

Perform preparation and payment of payroll and accounts payable; manage cash flow; oversee receipt and deposit of Commission revenues.

Maintain online login accounts with financial and government agencies; prepare and submit payroll tax returns and unemployment tax payments. Prepare W-2s and 1099s.

Monitor costs and prepare billings for road projects, dust control program, special assessment districts, and accounts receivable.

Participate in the preparation of the annual budget; ensure that assigned areas of responsibility are executed within budget; perform cost-control activities; monitor revenues and expenditures to ensure sound fiscal control; invest Commission funds appropriately.

Prepare periodic reports, including monthly financial and budget status reports, the annual Act 51 report, and other State or Federal reports.

Maintain a chart of accounts, making additions as needed. Make journal entries to balance and close monthly books in the general ledger, revenue, and expense accounts; reconcile general ledger and subsidiary accounts; reconcile bank statements; perform year-end closing procedures.

Maintain the fixed asset ledger by recording additions to all capital outlay items, removing equipment that has been disposed of, and calculating and recording depreciation.

Responsible for the implementation of the requirements of GASB Statement 34 and the preparation of GASB 34 financial statements.

Maintain inventory records for road and shop materials.

Assist the various individuals and agencies engaged in the auditing of Commission accounting records.

Attend regular and special Commission Board meetings; perform an accurate recording of the proceedings; prepare and distribute agendas, materials, minutes, and records of meetings; and post notices of special meetings, public hearings, and rescheduled dates of regular meetings.

Administer insurance programs, including liability, workers' compensation, fleet, and health policies.

Prepare a variety of studies, reports, and related materials as directed, and review the results with the Managing Director.

Attend seminars and workshops related to the Finance Director's duties and responsibilities.

Maintain employee handbooks for all employees, updating them as necessary. Maintain current records of all personnel, and ensure the security and privacy of those records.

Perform a variety of miscellaneous secretarial tasks, including word processing activities; receive the public and answer questions; respond to inquiries and complaints from employees, citizens, and others, and refer, when necessary, to appropriate people; answer the phones; operate two-way radio; and process permit applications when needed.

The duties stated herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

### **ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):**

Physical Mobility - Ability to walk extended distances and climb ramps to access Commission and other work-related locations and facilities.

Vision and Sight - Ability to read instructions, directions, and similar written information in letters, memoranda, forms, and other documents.

Hearing/Speaking - Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.

Agility/Movement - Ability to lift, push, pull, and manipulate equipment, supplies, and other objects often weighing upwards of 20 pounds. Job Description

### **DESIRABLE QUALIFICATIONS:**

College graduation with Bachelor's Degree in Accounting, Business Administration, Secretarial Science, or related fields; five years responsible office administration experience, preferably with emphasis on governmental accounting; proficiency with word processing, and excel required; ability to deal with employees and the public in person and in writing, tactfully and courteously; and ability to operate a wide variety of office equipment, including calculators, fax machines, copy machines, computers, and word processing equipment. The ability to multitask is essential.

### **EMPLOYMENT STATUS:**

This position includes working extended hours as needed or directed.

It is the policy of the Commission that all employees in this job classification are employed at the will of the Commission and may resign or be dismissed with or without cause or notice at any time during employment.