

# CITY OF CENTER LINE, MICHIGAN FINANCE DIRECTOR/TREASURER

## JOB DESCRIPTION



### **Classification**

Exempt/At Will

### **Hired By**

Center Line City Council

### **Salary Range**

Up to \$75,000 Annually Dependent on Qualifications

### **Benefits**

Center Line offers a comprehensive array of benefits, including health, dental, optical and life insurances, a contributory health care savings plans for post-retirement health costs, a non-contributory defined contribution pension plan and deferred compensation options.

### **Educational/Experience Requirements**

- Undergraduate degree in Accounting, Finance, Business Administration or related field; Master's degree and/or CPA desired
- 5 or more years of administrative experience managing an accounting in function in a local, state or federal government environment.
- Experience in planning, organizing and directing a finance department including tax, purchasing, accounts payable, payroll, and utility billing
- Working knowledge of BS&A software applications for general ledger, accounts payable, purchasing, payroll, tax and utility billing
- Strong knowledge of municipal financial principles
- Experience in development, implementation and management of finance accounting systems with GAAFR, GAAP, GAAS and GASB
- Ability to establish effective working relationships with staff, city management, city council and the public

**CITY OF CENTER LINE, MICHIGAN  
FINANCE DIRECTOR/TREASURER  
JOB DESCRIPTION (continued)**

**Essential Functions**

*NOTE: This is not intended to be an exhaustive list. It is representative of several of the responsibilities expected to be performed individually or in conjunction with available support personnel. Duties, responsibilities and activities may change as needed.*

- Establishes, monitors and enforces financial policies and procedures
- Documents and maintains accurate and complete supporting information for all financial transactions
- Oversees the receipt of all funds payable to the City, including taxes, utility payments, licenses, fines, intergovernmental revenues, and special assessments
- Disburses tax collections on behalf of other taxing jurisdictions to those jurisdictions in compliance with statutory distribution dates established by the State of Michigan under the General Property Tax Act MCL 211.43(3)(a)
- Supervises the investment of public funds to maximize interest earnings and minimize risk
- Provides periodic reports to the city management and city council detailing and interpreting the financial status of the various funds utilized by the City
- Prepares and presents annual budget data for City Council review and approval. Presents a budget overview, including specific changes in tax millage, utility and solid waste collection rates as part of the budget public hearing
- Advises City Council, City Manager and department heads, boards, commissions, civic groups and the public as needed and/or requested
- Coordinates the annual audit review; compiling schedules and providing supporting data. Assists auditors in the timely creation of the City's Annual Comprehensive Financial Report
- Monitors departmental budget compliance to assure sound fiscal control

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JOB DESCRIPTION (continued)**

- Reconciles monthly bank statements. Reviews online bank information regularly (almost daily) for NSF activity and electronic transfers of funds from federal, state and other agencies. Determines nature and source of electronic deposits and prepares journal entries to record activity in the General Ledger as appropriate
- Reviews and approves invoices and purchase orders
- Reviews and signs accounts payable checks – one of two signatures required
- Processes bi-weekly payroll – reviews and approves departmental timesheets and other source documents, reviews payroll after data input, saves appropriate documentation for payroll deductions and expenses, processes checks and electronic deposits for taxes and other payroll deductions and expenses
- Keeps all BS&A applications in good working order and up to date. Reviews and assigns access and control of applications to city personnel as needed
- Reviews bi-monthly utility billing information and coordinates the printing and mailing of bills by an outside vendor
- Prepares all monthly, quarterly and annual compliance reports for payroll taxes and other deductions as needed
- Prepares annual State of Michigan Annual Financial Report (F65) and the annual Act 51 Distribution and Reports System report (ADARS)

Qualified candidates wishing to apply for this position must submit a Cover Letter, Resume', Salary History, and no less than three professional references, to:

City of Center Line  
7070 E. 10 Mile Rd.  
Center Line, MI 48015  
ATTN: Human Resources  
**Email submissions to:**  
**CenterLinePayroll@centerline.gov**