



JOB POSTING:
FINANCE DIRECTOR/TREASURER

The City of Grandville seeks a qualified individual to fill the position of Finance Director/Treasurer. Responsibilities include but are not limited to planning and directing the staff and operations of the City's accounting, finance, and treasury functions including acting as the spokesperson and advisory contact for the department.

A complete job description and employment application is available online at: www.cityofgrandville.com.

Minimum Qualifications include: Bachelor's degree in finance, accounting, public administration, business management, or related field, 5+ years experience with municipal finance, budgeting, or accounting, and a valid driver's license. (Please read enclosed job description for full required knowledge, skills, and abilities)

Preferred Skills: Our preferred candidate possesses previous supervisory experience and additional training/education such as CPFA or other professional credentialing.

A qualified candidate will be classified as Grade H with an annual salary ranging from \$86,293.33 - \$112,181.31. The position is expected to work 37.5 hours per week during City Hall's operating hours (available on the website) as well as the ability to attend meetings outside of normal business hours.

The City of Grandville is an EEO/AA Employer.

To Apply: A completed City of Grandville Employment Application, cover letter, and resume must be submitted by Wednesday July 20, 2022 at 5:30pm to Human Resources via one of the following methods.

<u>Mail:</u>	City of Grandville	<u>Fax:</u>	ATTN: Human Resources
	ATTN: Human Resources		616-530-6224
	3195 Wilson Ave SW		
	Grandville, MI 49418	<u>In Person:</u>	City Hall
			3195 Wilson Ave SW
			Grandville, MI 49418

Email: humanresources@cityofgrandville.com



JOB DESCRIPTION

Job Title: Finance Director/Treasurer

Department: Treasury

Immediate Supervisor: City Manager

Supervisory Responsibility: Treasury Employees

Effective/Revision Date: 7.1.22

General Summary

The primary function of every City of Grandville employee is to serve the residents, vendors, and patrons of Grandville.

Under the general direction of the City Manager, plans and directs the staff and operations of the City's accounting, finance, and treasury functions. Acts as spokesperson and advisory contact for the department.

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 and may change at any time with or without warning.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- (1) Plans, organizes, and directs the staff and operations of the department directly and through subordinate supervisors.
- (2) Manages all financial and accounting functions of the City including general ledger, accounts receivable, accounts payable, purchasing, payroll, grants administration, debt management, investments, financial records, and reporting.
- (3) Supervises and coordinates the development and administration of the City's annual budget. Assists departments in preparing their annual budget requests and with ongoing administration issues. Works with departments to develop comprehensive long-term capital plans and estimates of future revenues and expenditures.
- (4) Oversees the treasury function of the City including tax billing and collection, disbursement of taxes to other local units, and tax settlement with the county.
- (5) Supervises the year-end closing of financial records and coordinates the annual audit.
- (6) Oversees the investment of City funds to ensure maximum return within statutory guidelines. Advises City Council on investment policies.
- (7) Serves as subject-matter expert; advises and assists the City Manager and City Council regarding municipal finance, accounting, investment, and taxation issues. Provides regular monthly financial reports, special analysis, forecasts, and other assistance.
- (8) Establishes departmental operating policies, standard operating procedures and related priorities, and recommends City-wide financial policies and procedures
- (9) Responds to changing accounting regulations and technology as it applies to municipal finance, accounting, and taxation. Coordinates contractual technology assistance.
- (10) Assesses and monitors department operations to ensure quality services are provided in an efficient and timely manner. Develops long range strategic plans, short-term goals and objectives, and special projects.
- (11) Provides departmental oversight and quality control, and assists with technically advanced or unique situations or cases.

- (12)Coordinates the department's human resources functions with the City Manager and participates in employee selection, evaluation, recognition, discipline and discharge, personnel policy enforcement, workplace safety, training, and development and related areas.
- (13)Assists with human resources functions including insurance selection, open enrollment, and retirement aspects including payouts, retiree healthcare, insurance costs, and policy review.
- (14)Promotes positive community relations through contacts with citizens and community groups, participation in civic activities and related initiatives. Responds to inquiries, addresses general issues related to departmental policies and services.
- (15)Maintains cooperative relations with peer agencies and other governmental units and coordinates departmental operations with them to reduce duplication of effort, increase efficiency, and maximize the availability of services. Proposes, negotiates, and administers formal and informal cooperative agreements and service arrangements.
- (16)Keeps abreast of professional developments, new techniques, legislative issues, and current events through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate
- (17)Performs 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.

- Bachelor's degree in finance, accounting, public administration, business management, or related field
- 5+ years experience with municipal finance, budgeting, or accounting
- State of Michigan Driver's License, satisfactory driving record, and the ability to maintain one throughout employment
- Thorough knowledge of the principles, practices, laws, regulations, methods and techniques of governmental fund accounting, municipal finance, and treasury.
- Considerable knowledge of State and Federal laws and local ordinances pertaining to municipal accounting, finance, taxation, investment, and related fields.
- Skill in interpreting and analyzing complex financial data, developing operating and capital budgets, creating financial forecasts, and models.
- Skill in maintaining accurate records and preparing comprehensive reports.
- Ability to operate office equipment and technology, including computers and related software, adding machine, copier, fax machine, other standard office equipment, and the ability to master new technologies
- Ability to establish effective working relationships, use good judgement, initiative, and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies and the public.
- Ability to train and supervise others
- Ability to effectively communicate verbally and in writing and make substantial presentations to large groups in a public setting
- Ability to critically assess situations, solve problems, and work effectively under stress and with changes in priorities
- Ability to handle highly sensitive and confidential information with complete discretion
- Ability to attend meetings outside of normal business hours

Preferred Education and Experience

- Previous supervisory experience
- Additional training/education such as CPFA or other professional credentialing

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.

This position regularly works in an office setting with a climate controlled environment. The employee sits and works on a computer and phone for extended periods of time requiring intense focus reviewing text, figures, and entering data.

The employee must frequently move from his/her personal desk area around the office and also travel to other locations.

Occasional lifting under 40 pounds may be required when moving filing boxes or paper.

Classification/Hours

This is a full-time, exempt position. The regular work week is 37.5+ hours, Monday through Friday. The employee is expected to attend meetings that may take place outside of regular business hours

EEO Statement

The City of Grandville provides equal employment opportunities to all employees and applicants and prohibits discrimination and harassment of any type.

Employee Acknowledgement

I understand the requirements and essential functions/duties of the position.

Employee Name (Printed)

Signature

Date

SOME ITEMS OF NOTE:

This is full municipal with water and sewer utilities.

The City operates on an approximately \$30 million budget.

The City population is roughly 16,000.

The City employs roughly 100 full time employees.