



Road Commission of Kalamazoo County

Position Finance Director

Department Administrative

Location Kalamazoo, MI

Salary Range \$ 90,754 - \$ 108,900 (FLSA Status – Exempt)

The Finance Director manages the finance department and is responsible for the oversight of the financial operations, and information technology needs of the organization. Assists the RCKC Team and ensures efficient process account management, compliance, and monitoring cash flow. Oversees the preparation and analysis of financial reports, budgets, forecasts, and long-term financial plans. Ensures compliance with all regulatory requirements. Seeks opportunities for improved processes and internal control practices as it relates to accounting, finances, purchasing, or information technology requirements.

HIGHLIGHTED BENEFITS INCLUDE:

- Health and Dental Insurance - Effective First Day
- Pension – 100% paid by RCKC
- 11 Paid Holidays
- Paid Vacation and Sick leave
- Tuition Reimbursement
- Short-Term Disability Insurance
- Life Insurance

SCHEDULE:

Winter schedule - (*October-March*): Monday through Friday, 7:30 AM to 4:00 PM (*subject to change*).

Summer schedule - (*April-September*): 4/10 work schedule, 6:30 AM to 5:00 PM (*subject to change*).

ESSENTIAL DUTIES:

An employee in this position may be called upon to do any or all the following essential duties (these examples do not include all the duties that the employee may be expected to perform)

- Responsible for planning, coordination, and preparations of the annual budget. This includes the budget process design, coordinating, monitoring, collecting, and summarizing budget information, and working with departments on the preparation of expenditure estimates. The expected outcome is a Board adopted appropriation act before the start of the fiscal year.
- Requires extensive working knowledge and understanding of the Precision Computer System or designated software systems to effectively manage accounting systems.
- Responsible for all project contracts/agreements, including revenue and expenditures for the timely financial completion and final invoicing as applicable.
- Responsible for the coordination and completion of the annual Act 51 financial report for the State of Michigan, and other State and Federal reporting as needed.

- Responsible for the coordination and administration of procurement processes following the RCKC purchasing and procurement policies. This includes publicly solicited bids, requests for quotes, proposals, or qualifications.
- Collaborates with the RCKC Team to support overall organizational and department goals and objectives.

EMPLOYMENT QUALIFICATIONS:

Education: Possession of a bachelor's degree in finance or a business-related field. Minimum five (5) years of experience in governmental accounting principles and purchasing/procurement.

Preferred Experience: Certified Public Accountant (CPA). Key abilities and characteristics include strong, positive customer service and communication skills, strong organizational skills, ability to multi-task and prioritize, positive attitude, proven leadership skills, proven planning skills, and ability to work well in a team environment. Working knowledge of governmental accounting principles and practices including those promulgated by the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP), and an ability to apply them.

Other Requirements: Working knowledge of Microsoft Office programs with advanced skills in Excel, Ability to maintain confidentiality and exercise extreme discretion, ability to organize work, prioritize and manage multiple responsibilities, ability to work in a fast-paced and high-volume environment with accuracy and timeliness. Ability to work independently and collaboratively across departments and with external customers, vendors, and contractors.

For additional qualifications and a complete job description please refer to the RCKC website at www.kalamazoocountyroads.com "About Us" tab, To apply for the **Finance Director** position please send your resume to hr@kalamazoocountyroads.com or USPS to the RCKC 4400 S 26th Street Kalamazoo, MI 49048. Candidates requiring confidentiality should so indicate. Please, no phone call position inquiries. **Resumes will be accepted for the position through 11/08/2024.**



FINANCE DIRECTOR

General Summary

The Finance Director manages the finance department and is responsible for the oversight of the financial operations, and information technology needs of the organization. Assists the RCKC Team and ensures efficient process account management, compliance, and monitoring cash flow. Oversees the preparation and analysis of financial reports, budgets, forecasts, and long-term financial plans. Ensures compliance with all regulatory requirements. Seeks opportunities for improved processes and internal control practices as it relates to accounting, finances, purchasing, or information technology requirements.

Essential Functions

1. Responsible for the planning, coordination, and preparation of the annual budget. This includes the budget process design, coordinating, monitoring, collecting, and summarizing budget information, and working with the departments on the preparation of expenditure estimates. The expected outcome is a Board adopted appropriation act before the start of the fiscal year.
2. Responsible for preparing and reporting financial statements by the 15th of the month and other information for the Board and Team to ensure that financial objectives are achieved.
3. Meets regularly with the RCKC management and leadership to discuss and resolve budget variances proactively. Also, provides opportunities for education in finance for the organization.
4. Prepares and presents to the Board periodic amendments to the original appropriation act to ensure that financial objectives are achieved.
5. Responsible for all project contracts/agreements including revenue and expenditures for the timely financial completion and final invoicing as applicable.
6. Serves as financial advisor to the Managing Director, reporting on financial matters, analyzing current funding, projecting costs, investments, and forecasting available funds.
7. Responsible for the planning, coordinating, and completing the annual financial statement audit. This includes ensuring the timely preparation of work papers and schedules, support of on-site audit work, response to auditor's inquiries and requests, assisting with the preparation related of notes, supplemental reports, and management discussion and analysis, and addressing any concerns in the area of internal controls, procedures, and general managerial inefficiencies accordingly.

8. Responsible for planning and maintenance of financial policy and procedures to support accounting practices. Works with independent auditors and other sources to be informed and knowledgeable of upcoming changes in accounting practices that may impact the organization. Communicate and prepare the organization for these upcoming changes including policy changes, if necessary.
9. Responsible for the planning, coordination, and administration of financial and accounting systems to ensure finance activities are performed in compliance with legislative requirements, RCKC policy and procedures, and generally accepted accounting principles with the appropriate internal controls.
10. Requires extensive working knowledge and understanding of Precision systems to effectively manage accounting systems.
11. Responsible for the supervision of the Finance Department Team and ensures efficient process of accounting activities, personnel evaluations, training, cross-training, and continued development.
12. Seeks opportunities for improved processes and internal control practices as it relates to accounting, purchasing, or information technology requirements or needs.
13. Responsible for the coordination and completion of the annual Act 51 financial report for the State of Michigan, and other State and Federal reporting as needed.
14. Assists in preparing for collective bargaining negotiation information to assist in the financial analysis for the RCKC's bargaining position as requested by the Managing Director or Human Resources Director.
15. Responsible for the coordination and administration of procurement processes following RCKC purchasing and procurement policies. This includes publicly solicited bids, requests for quotes, requests for proposals or requests for qualifications.
16. Works with the Team on procurement processes; specification preparation to include current template and insurance language, advertising, notice to vendors, public bid or proposal openings. Ensures the timely formal tabulation review, purchase order, and final results as needed to be recommended to the Board.
17. Tracks expiration of bids, proposals, and extensions in advance to ensure proactive procurement processes.
18. Responsible for the administration and maintenance of the organization's information technology needs including networks, hardware, software, licenses, telecommunications, etc. This is accomplished with the assistance of various consultants and service providers; direct problem-solving with hardware or software, indirect problem-solving with vendors, coordinating the purchasing of hardware and software; providing organization-wide training on hardware and software; and monitoring, managing, and coordinating consultants.

19. Serves as liaison with state and local officials concerning financial-related matters.
20. Assists the Managing Director, as requested. Serves as the financial coordinator and assistant to the RCKC Team for areas related to financial aspects for Board memorandums, purchasing, analysis, etc.
21. Other duties as assigned.

Duties are not listed in order of priority, are typical of duties and responsibilities that may be performed by the person holding this position and will be done at the direction of the supervisor within the organizational chart. Duties may be added, deleted, or modified at any time. They are not to be construed as an exhaustive list of all job duties.

Employment Qualifications

Education: Possession of a bachelor’s degree in finance or a business-related field. Minimum five (5) years of experience in governmental accounting principles and purchasing/procurement.

Preferred Experience: Certified Public Accountant. Key abilities and characteristics include strong, positive customer service and communication skills, strong organizational skills, ability to multi-task and prioritize, positive attitude, proven leadership skills, proven planning skills, and ability to work well in a team environment.

Additional Skill/Knowledge:

- Working knowledge of governmental accounting principles and practices including those promulgated by the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP), and an ability to apply them.
- Working knowledge of and ability to apply the State of Michigan “Uniform Accounting Procedures Manual for County Road Commissions,” or the ability to develop a working knowledge and apply it.
- Working knowledge of governmental procurement principles and practices, and an ability to apply them.
- Working knowledge of network administration, computer hardware, telecommunications hardware and services, accounting and business software, and Microsoft Office programs with advanced skills in Excel.
- Ability to effectively supervise, develop, motivate, and take corrective action for department staff.
- Ability to read and write.
- Ability to maintain confidentiality and exercise extreme discretion.
- Ability to communicate effectively and professionally, verbally and in writing, interacting with employees, customers, and the public.
- Ability to work independently and collaboratively across departmental functions and with external customers.
- Ability to problem solve, document information, research and resolve issues, and analyze data.
- Ability to maintain a valid driver's license and acceptable driving record as determined by RCKC.

FLSA Status: Exempt

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

Working Conditions:

- Works in office conditions
- Ability to access office files.
- Ability to enter and retrieve information from a computer.
- Ability to access maps and other records and documents of the commission.
- Ability to operate various office equipment.