



WARRINGTON TOWNSHIP JOB DESCRIPTION

JOB TITLE:	Finance Director	DEPT:	Finance
REPORTS TO:	Township Manager	FLSA STATUS:	SE
BARGAINING	NA	CLASSIFICATIO	Grade 2
DATE PREPARED:	February 14, 2024	DATE	

Summary

This is a salaried position, under the general direction of the Township Manager and responsibilities include presenting fairly and with full disclosure, the financial position and results of the financial operation of the funds; ensuring that Warrington Township is in conformity with Generally Accepted Accounting Principles (GAAP); directing and administering all finance, accounting, bookkeeping and internal audit functions of the Township; and coordinating with outside auditors, local, state and national government bodies, consultants and regulators with regard to financial matters.

The Finance Director supervises the employees of the Finance Department, coordinates with other department heads and consults with the Solicitor, Engineer, outside auditors, actuaries, vendors, and other agencies. The Finance Director prepares reports and analyses that the Township Manager or Board of Supervisors may ask for.

This position must have appropriate experience and must be able to properly handle confidential information in a careful and secure manner.

Employment Information

- Hours: 37.5 per week
- Full-time exempt position
- Attendance will be required for evening meetings.

Supervisory Responsibilities

Works under the general supervision of the Township Manager.

Essential Functions and Responsibilities

- Supervises the general accounting and financial reporting functions of the Township including budgets and budget controls, payroll, accounts payable, revenue distribution, accounts receivable, insurance policies, bank reconciliations, accounting regulations, classification of financial transactions and availability of funds.
- Ongoing review of three budget cycles, last year, current year and next year. Provides analysis, information and advice to the Township Manager and others regarding budget.
- Prepares Financial Policies.
- Maintains a modified accrual system of accounting providing financial status when preparing

budgets, reports and tax documents.

- Manages the escrow accounts of the Township and regularly consults with developers, attorneys, engineers and others to verify the accuracy of such accounts.
- Reviews and monitors ongoing actual expenses versus budget with department heads.
- Prepares the Township's annual capital and operating budgets in consultation with the Township Manager.
- Presents timely financial statements and reports to the Township Manager regarding current financial status, recommendations for budget adjustments, income and expense estimates.
- Supervises the administration of the Township's pension plans.
- Supervises the administration of insurance policies, claims and recordkeeping. Obtains renewals for all Township bonds.
- Supervises the administration of all Township leases, including but not limited to telecommunications, rental, office equipment and maintenance contracts.
- Oversees the Township's short and long-range financial planning programs including the development of alternative courses of action and implementation.
- Researches and evaluates consultant Billings.
- Works with the Township manager and department staff to inform, develop and modify policy guidelines, discuss initiatives, review departmental operations and review and assess problems.
- May perform the work or assignment of any employee assigned to the finance department at his or her sole discretion.
- Performs related duties as required.

Qualifications

- Bachelor's degree in accounting or related field required.
- GFOA Certified Financial Officer preferred but not required.
- Prior fund accounting experience with supervisory responsibilities required.
- Minimum of 5 years Municipal Accounting/Finance experience required.
- Computer Skills - Proficiency in Microsoft Office products and accounting software applications required.

Knowledge, Skills and Abilities

- Thorough knowledge of public administration principles and practices, municipal government financial operations, intergovernmental operations, payroll and accounts payable functions and a proficiency with GAAP and GASB rules and guidelines.
- Ability to understand and analyze complex financial principles and apply them to assigned daily tasks.
- Strong interpersonal and communication skills; proven experience expressing ideas effectively, both orally and in writing, in the English language.
- Ability to research, write and edit statistical, financial and factual information.
- Ability to exercise good judgment when resolving conflicts.
- Ability and willingness to learn new concepts and ideas concerning local government and regionalization opportunities.
- Ability to promote and establish effective working relationships.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to hold, or feel objects, tools or controls and reach with hands and arms. The employee is required to use office machines such as computers, telephone and other related office equipment.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work is generally performed in an office setting with a quiet environment. Occasionally, the work is performed in a public meeting setting, which may result in excess noise levels, at times.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement

Warrington Township provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.