PENN TOWNSHIP, WESTMORELAND COUNTY

JOB TITLE: FINANCE DIRECTOR
CLASSIFICATION: FULL TIME, EXEMPT, AT-WILL, IN PERSON
DEPARTMENT: ADMINISTRATION
REPORTS TO: TOWNSHIP MANAGER
DATE REVISED: June 6, 2025

POSITION SUMMARY:

The Finance Director performs a variety of routine and complex administrative tasks in assisting the Township Manager with the financial, accounting, budget management, investment management, debts management, grants management, and Treasurer duties of Township business. The Finance Director reports to and works under the general supervision of the Township Manager. The Finance Director works to enhance and promote the professional management of Township financial resources by identifying, developing and advancing fiscal strategies, policies, and practices for the public benefit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

As directed by the Township Manager, the Director of Finance shall:

1. Prepare vouchers and deposits and assign appropriate budget account numbers to each.
2. Perform payroll preparation, including maintenance of payroll software and employee updates; furnishing of quarterly and year-end payroll and/or tax reports to various governmental entities and/or subcontractors as well as annual summary of compensation for all Township employees.
3. Post accounts payable vouchers and prepare the monthly billing sheet for final review and approval by the Board of Commissioners.
4. Change and/or update the general ledger chart of accounts and fixed asset records as may be required annually for preparation of the budget.
5. Analyze preliminary trial balances, prepare journal entries, and post month-ending closing entries.
6. Prepare monthly financial statements of all funds maintained by the Township and prepare the monthly Treasurer's report.
7. Reconcile all Township bank statements and resolve any discrepancies with the appropriate banking institution.
8. Complete year-end closing of all the Township's financial reports; submit year-end payroll records to subcontractors for year-end closure as needed.
9. Use personal computer with financial management software and create spreadsheets to compile accounting and budget information and schedules to enhance management's ability to produce more timely and accurate budgets and financial reports.
10. See that all money owed Penn Township is promptly paid and that proper proceedings are taken for the security or collection of all Township claims except insofar as such duties are expressly imposed upon some other Township officer by statute or ordinance, whether heretofore or hereafter passed.

11. Pursue collection of delinquent accounts; prepare and mail final notices, establish and monitor payment schedules and conduct taxpayer account research.
12. Search tax and court records in the process of issuing municipal "no lien" letters; prepare and maintain an accounting of all such issuing.
13. Assist the Township Manager with compilation of financial records and forecasts for budget preparation, annual budget narrative report and with long-range fiscal plans for the municipality and special projects, as may be requested by the Manager.
14. Coordinate and attend quarterly Police Pension Advisory Board meetings.
15. Work with pension consultant to prepare and submit required reports to the state on an annual basis.
16. Work with actuary to prepare biannual actuarial report of the Police Pension Fund and Other Post-Employment Benefits (OPEB) Trust as needed.
17. Complete various benefit forms for employees as needed and update and maintain current records of the same.
18. Prepare records and work closely with the auditors for completion of the annual audits and financial statements required by DCED, PennDOT, and Auditor General's office.
19. Assist Township entities with preparation of financial reports and annual budget preparation.
20. Make all reasonable efforts to identify cost savings and recommend changes to contracts or agreements that result in savings for the Township.
21. Prepare and post relevant financial documents to the web.
22. Attend the monthly Commissioner regular and caucus meetings.
23. Complete monthly and an annual report of activities and accomplishments.

QUALIFICATIONS:

Education and Experience

A. Graduate from a four-year college or university with a bachelor's degree in accounting or business administration or a related field with at least 12 credit hours in accounting coursework and two years of progressively responsible governmental accounting or finance experience;
B. At least 10 years' experience in municipal administration, including written documentation and verification showing proficiency or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

A. Working knowledge of computers, financial software and electronic data processing; working knowledge of governmental accounting principles and practices; working knowledge of computer financial applications; working knowledge of payroll and accounts payable functions.
B. Good written and oral communication and interpersonal skills; computational skills, manually and with a calculator; problem solving skills; able to resolve discrepancies.
C. Ability to establish and maintain effective working relations with employees, vendors and others.
D. The Finance Director must pass a criminal background investigation and must be able to be bonded.

E. Equipment used. Personal computer, including spreadsheet software and printer; adding machine; copy machine; fax machine; calculator; and telephone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 talk or listen and sit for extended periods of time. The employee is occasionally required to walk and drive, and must possess a valid driver's license and have a safe driving record. The employee will have to use hands to finger, handle, or feel objects, equipment, and reach with hands and arms.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is generally an office environment in a moderately quiet setting; occasional trips to banking or other governmental offices are required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Equal opportunity employer