



JOB POSTING

West Bloomfield Parks and Recreation is seeking a Finance Manager with significant accounting experience to execute and manage accounting and financial operations for the organization.

This position includes eight paid personal days and paid Commission Holidays. It also includes health, dental, vision and life insurance as well as a post-employment Health Care Savings Plan of \$1,300 per year and a retirement package (if terms/conditions are met).

JOB SUMMARY:

- The Finance Manager is responsible for all accounting functions including collecting, analyzing, investigating and reporting financial data for decision making. This includes the execution of all aspects relating to the general ledger, accounts receivable, budgeting and payroll.
- The Finance Manager is responsible for the development and implementation of related policies and procedures.
- In addition, this position will also be responsible for some human resource functions.

For a complete job description with primary duties and responsibilities, as well as minimum qualifications, go to www.wbparks.org and click on Employment Opportunities.

HOURS: Typical work hours are 40 hours per week 8:00am-4:30pm. Work schedule is Monday through Friday, with some weekend or evening shifts as required.

SALARY: Min \$56,809- Max \$73,852

TO APPLY: To be considered for the first round of interviews, **please submit a completed application and resume on or before noon on Friday, May 6th to:**

Attn: Human Resources
West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org

Applications will continue to be accepted until the position has been filled.

Blank applications are available at West Bloomfield Parks or download a copy online at www.wbparks.org/employment.



Recreation Activities Center
4640 Walnut Lake Road
West Bloomfield, MI 48323



www.wbparks.org



info@wbparks.org



248.451.1900

Job Description

Job Title: Finance Manager
Department: Administration
FLSA Status: Non-Exempt
Salary Grade: 7

Position Description Summary:

The Finance Manager is responsible for all accounting functions including collecting, analyzing, investigating and reporting financial data for decision making. This includes the maintenance of all aspects relating to the general ledger, accounts receivable, budgeting and payroll. The Finance Manager is responsible for the development and implementation of financial and accounting policies and procedures. In addition, this position will also be responsible for some human resource functions. This position is part of the Administrative Team.

Working Hours:

Typical work hours are 40 hours per week 8:00am-4:30pm. Work schedule is Monday through Friday, with some weekend or evening shifts as required.

Essential Function(s) of the Position:

The duties listed below 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 level and/or class of this position.

ACCOUNTING:

- Maintains accurate accounting records and files.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Coordinates with CPA Consultant to ensure all accounting matters are handled according to current accounting principles and manages the annual audit with Plante Moran.
- Handles all banking responsibilities relating to software, transfers, wires, blockers, deposits and NSF.
- Oversees all aspects of Accounts Payable for accounting accuracy.
- Reconciles RecPro Household credits, Scholarship and pro-bono information.
- Manages current financial software and recommends updates and additional modules as needed.
- Prepares and reconciles all payments to the Township for various fees paid by the Township on behalf of WBPRC, including employee insurance benefits, pension, fuel, bond payments and interest, legal and other administrative costs.

- Deals with Township regarding pool funding and self-insured bills/rebates.
- Complies with federal, state and local legal requirements by studying existing and new legislation, enforcing adherence to requirements and advising management on necessary actions.
- Works with the Executive Director and Superintendents on the development of the annual budget and necessary budget amendments.
- Monitors adherence to approved budgets and recommends appropriate action to correct variances as needed.
- Works with Recreation staff on cash handling for special events.
- Works directly with MMRMA for liability damage, equipment/vehicle damage, non-employee injuries.

PAYROLL:

- Processes the bi-weekly payroll. Reviews timesheets for accuracy/ completeness and enters information into the automated payroll system.
- Generates all payroll related spreadsheets and reports, including calculating disability/supplemental workers' compensation/termination payments.
- Ensures disbursement of bi-weekly payroll, including garnishments, benefits and taxes.
- Prepares relevant management reports, including monthly, quarterly and year-end report (gross payroll, hours worked, leave accruals, tax deductions, benefit deductions, ACA, etc.) Creates and distributes W-2s.
- Produces estimated annual payroll, performs annual self-audit of actual payroll including Contractor/Subcontractor proof of insurance.

Education/Experience/Licenses/Certificates:

- BA in Accounting or Finance.
- Four years of related accounting/bookkeeping experience.
- Two years of municipal accounting.
- BS&A Experience preferred.
- First Aid and CPR Certification within six months of hire in date.
- Must have a valid Michigan Driver's License.

Knowledge, Skills and Abilities:

- Knowledge of government accounting practices.
- Ability to prepare budgets.
- Interpersonal skills to interface well with staff, Township employees and vendors.
- Ability to problem solve, think independently and exercise good judgment.
- Ability to make recommendations to the Executive Director.
- Strong organizational skills and time management while working in a fast paced environment.

- Analytical ability and mathematical aptitude to perform accounting functions and conduct research necessary to resolve accounting discrepancies.
- Mental ability to handle pressures related to meeting deadlines and working on tasks requiring accuracy and attention to detail.
- Ability to maintain cooperative working relationships with supervisors and other staff.
- Skill in the area of planning and time utilization skills.
- Ability to recognize and deal with priorities.

Equipment, Machinery, Tools and Vehicles Used:

Office equipment, including computer, fax machine, large capacity printer/copier, safe, etc. WBPRC van and/or truck.

Physical Demands:

This position is primarily an office position therefore must be able to sit or stand for long periods of time at a computer work station, typing and making phone calls. Some field time may be required so must be able to walk, bend, squat and stand for periods of time and withstand the outdoors for some periods of time, in all elements.

Working Conditions:

May be exposed to extreme heat/cold when occasional field time is required. Must be able to work in conditions that may be dirty and/or dusty, long hours, and traveling.

Reporting Relationships:

A person in this position will report to the Executive Director.

Employee(s) that report to this position:

CPA Consultant

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

Employee Signature

Date

Superintendent Signature

Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.