

# Charter Township of Ypsilanti

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## ***FINANCE DIRECTOR***

### ***Non-Union Position***

#### **Summary**

Responsible for planning, organizing, developing, and directing all accounting programs, methods, and controls, as well as providing administrative support and direction to other departments regarding fiscal management and financial controls. Assists the Township Supervisor in preparing the annual budget by auditing and analyzing information for budget proposals, and carrying out various tasks related to budget adjustments. Research and initiates recommendations for policy and procedural changes, establishes and directs general accounting methods and internal accounting controls, prepares trial balances and financial reports and maintains the general ledger.

#### **Supervision Received**

Work is performed under the general direction of the Township Clerk. Policies and objectives are established by Township officials, who are consulted regarding complex work situations and policy matters. The Finance Director performs duties with a high degree of confidentiality, independence, and is accountable for achieving results. Work performance is evaluated through established schedules, as well as the review of final reports and audit outcomes.

#### **Supervision Exercised**

Directly supervises a small staff of accounting clerks performing payroll and accounts payable functions.

#### **Responsibilities and Duties**

*An employee in this position may do any or all the following essential duties. (These examples do not include all the duties the employee may be expected to perform).*

- Responsible for certain payroll and accounts payable functions, fixed assets, finance and general ledger calculations, reconciliations, and data entry. Responsible for employee training, assigning work, scheduling, performance evaluation and employee relations.
- Produces and disseminates financial statements in accordance with generally accepted governmental accounting principles, including preparation of non-routine and adjusting journal entries, analysis of various financial data, and control and maintenance of the general ledger system for the Township and component units.

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- Upgrade existing and develop new systems and procedures for reporting financial data, ensuring internal controls, and general financial operations. Includes overseeing, auditing, and assisting other departments relating to payroll and accounts payable policies and procedures. Initiates and implements changes in various systems and procedures; advises, coordinates, and trains individuals in the financial operations of all departments; and ensures compliance with Federal and State regulations.
- In coordination with the Township Supervisor, plans, organizes, and directs the Township budgeting methods and process. Includes assembling and publishing Township and component unit budgets, participating in departmental budget reviews and Township Board Workshops prior to budget adoption. Assists in creating budgets for revenues and expenditures, Special Revenue Fund Budgets, Debt Service Fund Budgets and individual project budgets. Participates in the presentation of budgets and analysis to Township Board. Monitors budgets including development of periodic amendments, status reports and analysis.
- Directs preparation for the annual audit of Township financial records, including preparation of account analysis, confirmation letters, reporting of projects, and obtaining records. Prepares periodic requests for audit fee proposals.
- Conducts analysis and estimates of Township revenues and monitors and ensures proper controls for the entire revenue stream. Also reviews and advises departments concerning various fees and charges.
- Develops various analysis and statistical reports relating to financial matters, including rates, fees, and benefits.
- Develops, implements, and maintains the fixed asset inventory of accounts.
- Develop and prepare financial information and analysis reports relating to all financial matters as necessary and as requested, including preparation of annual administrative cost allocation among various funds.
- Develops and maintains financial records and schedules on pension program contributions, special projects, debt service accounts, payroll deductions, and other functions as assigned. Prepares and submits required reporting for grants and other similar projects.

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- Ensure that all aspects of the Township’s financial infrastructure have sufficient internal controls, are reviewed and adjusted as needed, and that all employees involved with financial transactions have appropriate separation of duties.
- Assists the Treasurer and Deputy Treasurer with Treasury functions including banking, tax, cash receipts, and receivables so that they are all completed appropriately and develops procedures and reports to ensure that systems can be reconciled with the General Ledger.
- Ensures that Clerk functions including accounts payable and various payroll and vendor reports to State and Federal government agencies are all completed and filed appropriately.
- Advises various employees and department heads regarding budgeting, accounts payable, and finance matters.
- Perform other duties as may be required and assigned.

### **Essential Qualifications and KSA’s**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. An employee in this position, upon appointment, should have the following:*

- Minimum of a Bachelor’s Degree in Accounting, Finance, or related field.
- Five years of Township or municipal financial experience, or similar, providing a knowledge of municipal accounting, municipal organization, and federal and state regulations regarding governmental accounting and financial management. The township, at its discretion, may consider an alternative combination of formal education and work experience.
- Valid Michigan Vehicle Operator’s License.
- Ability to manage and lead the financial operation and direct and supervise the staff and accounting functions of the department.
- Extensive knowledge of the principles and practices of finance and governmental accounting methods and procedures, budgetary, fiscal management, procurement, internal controls, and public administration principles.
- Extensive knowledge of applicable local, state and federal laws, rules and regulations, risk management principles, reviewing, interpreting and communicating financial information, and preparing and administering budgets.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with township employees, contractors to the township, representatives of other governmental units, professional contacts, elected officials and the public.

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- Skill in the use of office equipment and technology, including Microsoft Suite applications and financial and enterprise software (such as BS&A) and the ability to learn new software programs applicable to the position.
- Skill in grant financial administration, reconciliation, and reporting is preferred.
- Required to maintain knowledge and stay up to date on industry changes, state regulations, and laws through education and professional development.
- BS&A experience is preferred.
- CPA certification is preferred.

**Other Requirements:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Ability to access all Township operations engaged in financial transactions.
- Ability to access all Township files of financial information.
- Ability to enter and retrieve information from computers.
- Ability to lift and move boxes and books weighing up to 20 lbs.
- While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes.
- The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms.

Salary: \$105,000 - \$120,000 (DOQ)

Charter Township of Ypsilanti  
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