

Company or Entity: Wilkinsburg Borough

Location: Borough Building, 605 Ross Ave. Wilkinsburg, PA 15221

Job Description:

Wilkinsburg Borough (EOE), a local government sector in Allegheny County, has a career opportunity in the Finance Department for a Finance Director/Treasurer. The Borough is in good financial condition maintaining a Standard & Poor's A Stable Bond Rating.

Professional management position responsible for the oversight of all financial operations, including accounts payable, payroll, accounts receivable, cash and investment management, financial reporting, asset inventory and tax collection review. Coordinates, administers, and supervises all accounting, budget preparation and administration, revenue collection, and fiscal reporting for the Borough and component units.

Education/Skill Requirements:

Minimum requirements include: Bachelor's degree in public or business administration, finance, accounting or related field; Master's Degree and or CPA certification preferred. Minimum of (2) years' supervisory experience in municipal finance management, budgeting, accounting, payroll, revenue collection, and fiscal and tax reporting; collects data on the Borough's \$15 million budget; strong management, people, and computer skills; and written and oral communication experience.

Compensation and Benefits:

Compensation is \$58,000-\$68,000 (will commensurate with experience & qualifications) plus generous benefits package.

Application Deadline:

October 18, 2019

Application Requirements:

Full description of duties & requirements & how to apply are available at <https://www.wilkinsburgpa.gov/jobs>

A Wilkinsburg Borough employment application (available at the website or at the Administrative Office), completed in its entirety, must be submitted.

<https://www.wilkinsburgpa.gov>

BOROUGH OF WILKINSBURG

JOB TITLE: **FINANCE DIRECTOR**

DEPARTMENT: FINANCE DEPARTMENT

REPORTS TO: BOROUGH MANAGER

LAST REVISED: OCTOBER 2016

POSITION PURPOSE AND OBJECTIVES: Directs the fiscal activities of the Borough; does related work as required. This is professional accounting and administrative work with responsibility over all fiscal activities of the Borough, such as budgeting, accounting, cash management, expenditure control, debt administration, and insurance claims. A significant aspect of the work involves a close working relationship with elected and appointed officials in the maintaining of accounts, assisting with the preparation of the Borough budget, and the preparation of various other financial reports and statements. The Finance Director exercises considerable latitude in the performance of duties, subject to the general supervision of the Borough Manager.

ESSENTIAL JOB FUNCTIONS:

- Directs and supervises accounting activities for all Borough funds as specified in the borough Code.
- Disburses Borough funds pursuant to authorization by Borough Council, and endorses all checks, drafts or other statements disbursing Borough funds
- Approves all general ledger entries and establishes Borough accounting policies and procedures
- Assists the Manager in the preparation of the Borough budget, and in the administration of the financial affairs of the Borough
- Prepares periodic financial reports and supervises the preparation of required state and federal reports and the preparation of special analyses, as required
- Arranges for temporary investments of Borough funds in a manner provided, by laws established by the General Assembly as well as generally accepted best practices.
- Supervises payroll activities including pension plans and insurance claims
- Regularly reviews all Information Technology systems for accuracy and security.
- Analyzes existing systems and periodically looks into new IT products that are available
- Oversees payments, disbursements, tracking and compliance of grant funded projects
- Regularly reviews and analyzes costs for possible savings
- Works to streamline payment processes for residents using all available technology
- Oversees employee payroll and all tracking and related documentation requirements
- Monitors all insurance policies and items insured within those policies
- Recommends and secures required bonding levels for all employees required
- Oversees investment, compliance, required reporting and disbursements of Pension funds
- Attends all public meetings regarding financial affairs
- Advises the Manager on financial matters during contract negotiations

- Prepares the Finance Department for an annual external audit
- Acts as a Borough liaison with various financial institutions
- Adheres to all provisions prescribed in the Administrative Code for this position

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Thorough knowledge of general and funding accounting principles, practices and procedures; thorough knowledge of laws and regulations governing the receipt, custody and expenditure of Borough funds and borrowing; knowledge of electronic data processing and its application to accounting procedures; ability to operate and have knowledge of computers; ability to maintain accurate records through electronic and paper systems; ability to use Microsoft Office, including MS Word and Excel, and any current or other future computer financial management platforms for documentation; ability to plan, organize, and direct the work of a Borough accounting department; ability to prepare and interpret financial and statistical reports; ability to express ideas clearly and concisely, both orally and in writing; ability to interpret union contracts; ability to establish and maintain a good working relationship with elected officials, employees and the general public; skills of verbal and non-verbal conflict resolution. If at any time the job requires the operation of a Borough or personal vehicle, one must possess a valid PA Driver's License.

WORKING CONDITIONS: Work is performed in a generally comfortable indoor office environment.

PHYSICAL DEMANDS: (SEDENTARY) Prolonged sitting, light lifting of office materials, operation of a calculator and data processing terminal, normal corrected vision and hearing.

MINIMUM QUALIFICATIONS:

Education: *Required* Bachelor's Degree in business, accounting, finance or a related field from an accredited college or university. Master's Degree and/or CPA certification preferred.

Experience: Extensive experience in governmental accounting, some of which shall have been at a supervisory level; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

DISCLAIMER: The preceding description is not designed to be a complete list of all duties and responsibilities required of the Finance Director position.