

BOROUGH OF CONSHOHOCKEN AUTHORITY

Job Title: Finance Director **Date:**
Department: Administrative **Employee:**
Immediate Supervisor: Executive Director

Position Summary:

The main function is the accurate recording of all receipts and expenditures, the maintenance of all journals, general ledgers, escrow funds and all other Authority accounting records according to established Authority practice and generally accepted accounting standards. Assist in the preparation of the quarterly and annual financial reports and the annual audit. Reviews work related to bookkeeping by other clerical staff. The position of Finance Director will generally require a 40 hour week. However, there may be instances when additional effort is required. Attendance at regular and special Board and/or Committee meetings is expected.

Supervise and oversee the day-to-day office activities and on occasion other Authority Staff in the absence of the Executive Director

Essential Functions:

- Prepares and processes accounts receivables and accounts payable.
- Maintains contact with banks on a regular basis for money transfer from savings accounts to checking accounts.
- Reviews sewer billing deposits and prepares escrow and other revenue deposits for the Authority.
- Codes and prepares accounts payable invoices.
- Posts all transactions into computer including the cash receipts and cash disbursements with proper budget codes.
- Reviews sewer billing and interfacing with general ledger.
- Reviews to insure the proper input of all financial information into computer system.
- Prepares purchase orders and invoices, as required.
- Maintains journals of developer escrow releases and escrow funds.
- Prepares invoices for developers.
- Makes deposits at bank (sewer billings, etc.).
- Reconciles all cash and investment accounts monthly and prepares reconciliation reports.
- Creates and prints checks and payable reports.
- Prepares bill list for Authority meetings.
- Reviews and distributes incoming mail to appropriate individuals, except customer payments

- Presents monthly and year-to-date financials with accompanying analysis of results for Authority meetings.
- Routinely monitors workplace for areas where growth is needed or possible and where existing resources can be further enhanced.
- Manages daily administrative operations and assists in resolving problems related to the day-to-day operations.
- Instrumental in the purchasing of Authority supplies, equipment, etc.
- Familiar with all computer software (billing, financial, etc.).
- Maintains inventory schedule.
- Maintains insurance claim system.
- Prepares schedules as directed.
- Attends Authority meetings.
- Prepares meeting minutes for Authority meetings.
- Responsible for all human resource activities including employee benefits, retirement plans, Authority insurance and related activities.

Other Functions

- Maintains petty cash for administration department.
- Develops and oversees accounting policies and procedures to meet both current and future business models.
- Reviews and updates project board.
- Reviews Authority contracts/agreements.
- Records journal entries, as needed.
- Performs other work as assigned.

Qualifications:

- Considerable experience in bookkeeping and/or college accounting courses.
- Considerable knowledge of accounting principles and office practices.
- Ability to make arithmetic computations and tabulations accurately.
- Ability to follow oral and written instructions.
- Ability to work independently.
- Ability to establish effective working relationships with associates and the public.
- Computer literate.
- Accounting degree preferred.

Revisions:

- Revisions to this job description may be proposed as needed and are subject to the approval of the Authority.