

DIRECTOR OF FINANCE- BOROUGH OF AKRON

Job Title- Director of Finance/Office Manager

FLSA Status/Exempt Salaried

Position- Full-Time

Salary- DOQ/E

The Borough of Akron is seeking a Director of Finance/Office Manager. The Director assists the Borough Manager, Department Managers, Borough Council in shaping and executing strategy and resource allocation to ensure maximum benefit for residents and will promote transparency, efficiency and accountability.

The Borough of Akron (population approx. 4,000)

As a member of the Borough of Akron Administrative Team you would enjoy an employee focused work environment with a competitive benefits package to include health insurance, vision and dental insurance and life insurance, a defined contribution pension plan with an option for additional retirement savings through a 457 account along with vacation, sick leave and personal time.

ESSENTIAL DUTIES

Budgeting: Plan, evaluate, and direct departmental policies, programs and operation related to the financial and budgetary activities of the Borough government. Develop and monitor performances on annual budgets. Assist with audits and prepare disbursements for goods and services with the budget appropriations. Other responsibilities include all the accounting and financial operations of the Borough including A/P/, A/R, payroll, utility billing, payroll and financial reporting. Bank relations and investments and payment of debt obligations and related compliance are also overseen by the Finance Director.

Reporting: Prepare, analyze and disseminate periodic and ad hoc reporting as required to support decision-making by preparing financial statements and cost reports at regular intervals. Preparing and presenting financial information to the Borough Council, committees and other forums by required deadlines.

Optimize Working Capital: Develop and implement processes and procedures to maximize the Borough's cash position- revenues (collections), costs, the timing of payment to third-party vendors, and other expenses. Provide guidance to Borough Council and other departments regarding cash management.

Drive Operational Performance and Internal Controls: Understand primary Borough functions and activities as well as their impact on revenues, costs and risks. Develop and monitor key metrics and performance indicators. Demonstrate ownership of internal controls and ensure compliance. Serve as pension administrator. Identify and drive opportunities to streamline operations as well as reduce costs and risks. Follow the status of the state and federal legislation impacting municipal government, revenues or financial reporting.

Assist Human Resources, recruit, hire and retain strong talent to serve the Borough of Akron. Support professional development and growth opportunities for all employees.

REQUIRED KNOWLEDGE. SKILLS AND ABILITIES:

Financial acumen:

General knowledge of financial planning and analysis

- General knowledge of financial planning and analysis
- Strong understanding of financial statements, accounting practices, administrative policies and principles, practices and processes of budgeting.
- General knowledge of municipal bonds and contracts and available investment opportunities or ability to learn.

Negotiation:

- Understand market-based approaches for purchasing goods and services
- Be well-versed in general contract terms and conditions
- Engage legal counsel as needed

Quantitative analysis and problem-solving:

- Gather information broadly and thoroughly to identify root causes
- Effectively synthesize information from multiple and disparate sources before drawing conclusions.

- Supervise maintenance of complex administrative records and prepare reports.
- Recognize trends and notice connections among issues.
- Quickly identify errors, discrepancies and/or faulty assumptions.

Communications:

- Must possess strong verbal and written communication skills and be able to communicate and maintain relationships with a wide variety of stakeholders including, but not limited to Borough Council, committees and other forums and the general public.
- Competency in Microsoft Office; proficient in Microsoft Excel and experience in using financial software systems.

Education:

- BS/BA in Accounting, Finance, or similar discipline preferred.
- 5-10 years of financial, business or public administration preferred.
- Financial planning and analysis.
- Fundamental accounting principles.
- Demonstrated audit results, corrective actions, and risk mitigation.
- People management/development skills.
- FBI and PA State Police background clearances required.

Essential Functions:

- Must be able to sit, stand, and/or move for the duration of scheduled work hours
- Must be able to sit at a desk in front of a PC for prolonged periods of time.
- Must be able to bend, stoop, squat, kneel, reach above shoulder level, twist body periodically throughout the day.
- Must possess sight/hearing senses so that the requirements of the position can be fully met.
- Ability to utilize hands for repetitive actions.
- Able to work in a constant state of alertness and safe manner.
- Reasonable accommodations will be made to achieve essential functions of this position.

WORKING CONDITIONS:

- Will work alone and with others.

- Will work mostly in an office setting with telephones, personal interruptions and background noises.
- Will work in a public setting where moving around the office and interaction with Borough employees and retirees may be required.

HOW TO APPLY:

Qualified candidates should submit a resume, cover letter and at least two references (one personal, one professional) to the Borough of Akron, PO Box 130, 117 S. Seventh Street, Akron PA 17501 or sued@akron-pa.com,

The Borough of Akron is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race(e.g. ancestry, national origin, or ethnic characteristics; interracial marriage or association; and traits historically associated with race), religious creed, sex, affectional or sexual orientation, gender identity or expression, pregnancy, childbirth, breastfeeding, age, disability status, genetic information, protected veteran status, or any other characteristic protected by law.