

VILLAGE OF SCHOOLCRAFT
FINANCE DIRECTOR

Under the general supervision of the Village Manager, plans and directs the operations of the Village's treasury and financial services. Ensures accurate accounting of all Village funds; invests idle cash, collects receivables, administers payroll and accounts payable; assists with debt issuance and management. Directs and assists with the preparation of the annual audit and budget. Provides assistance to the Village Manager as needed.

Requirements

- Bachelor's Degree in accounting, finance, or related field and seven years of progressively more responsible managerial experience in governmental accounting, including experience in budgeting, auditing, payroll, benefits, purchasing and grant administration. Valid Michigan Driver's License. Certified Public Accountant (C.P.A) is desirable.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration, resource management, and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of finance and governmental accounting methods and procedures, budgetary, fiscal management, procurement, and public administration principles.
- Considerable 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, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with Village employees, contractors to the Village, representatives of other governmental units, professional contacts, elected officials, and the public.

Job Information

- **Position Title:** Finance Director
- **Job Function:** Accounting & Finance
- **Job Type:** Full-Time
- **Min Education:** BA/BS/Undergraduate
- **Min Experience:** 5 Years
- **Salary:** \$52,000 - \$56,000 DOQ

Please send all resumes to Cheri Lutz, Village Manager, at
CMLUTZ@VILLAGEOFSCHOOLCRAFT.COM
