

## BENZIE COUNTY ROAD COMMISSION

Financial Manager/Clerk

FLSA: Exempt  
Updated 03/07/2017

### General Summary:

Under the general direction of the Board of Road Commissioners, and the Manager. Directs and manages the accounting, data processing, purchasing, personnel, insurance, employee benefits, and office service support for the Board and Manager. Recommends policy to the Board and interprets and enforces their policy decisions. Has statutory responsibility for all records, serving as clerk to the Board.

### Essential Duties and Responsibilities:

1. Under the direction of the Manager prepares and monitors the annual budget for the Road Commission.
2. As Clerk to the Board, supervises and edits the preparation of meeting agendas, minutes, resolutions, and related correspondence. Schedules meetings of the Road Commission and posts notices as needed. Advises commissioners on administrative matters and maintains appropriate records and reports as directed.
3. Serves as a member of the Management Negotiation Team for contract negotiations and grievance handling. Analyzes and determines the cost of wage and fringe benefit proposals for negotiations.
4. Assists independent insurance consultant(s) or companies in developing specifications and recommending acquisitions of all forms of liability and property insurance. Administers, or assists third party administrators to administer, insurance program and processing of claims.
5. Maintains the card system for the fuel depot system. Coordinates personnel and equipment changes and updates cards accordingly.
6. Receives all legal notices, supervises the processing of claims with staff, insurance companies, and defense attorneys; represents the board in court regarding official records.
7. Serves as office manager, including supervising office personnel and recommending acquisition of office equipment.
8. Supervises the maintenance of personnel records, and the processing of employee benefit insurance forms, accident reports, and retirement forms.
9. Supervises all accounting activities including general ledger, accounts receivable, accounts payable, financial statements, monthly and annual closing of books, audit coordination, investment of excess funds and preparation of various reports. Coordinates with accounting software provider on changes and upgrades.
10. Maintains and keeps up to date with GASB, Federal and State laws and regulation, including projecting timetables and information for future implementation of the laws and regulations.

11. Supervises all purchasing and stock control activities. Schedules bid dates, prepares or assists with preparation of bid specifications for annual material and project bids.
12. Drafts specifications, receives quotations, and recommends placing of employee benefit services.
13. Serves as Equal Employment Opportunity Officer, assuring compliance with Civil Rights, Affirmative Action, and Americans with Disabilities Acts.
14. Assists the Manager and the Superintendent in the hiring, counseling, training, evaluation, discipline, suspension, and discharge of personnel, and the development of personnel plans and programs.
15. Attends seminars, conventions, and special meetings as assigned; and travels at times to alternate locations in the performance of job functions.
16. Write administrative, personnel, and general Road Commission policies with assistance from the Payroll Clerk, Superintendent and Manager.
17. Serves as Freedom of Information Act coordinator.

The duties stated herein are intended to describe the essential functions being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.

#### Job Qualifications:

1. Must possess an Associates or Bachelors degree in Accounting/Finance/Business and/or have at least five (5) years of related work experience and be proficient with using Microsoft Word and Excel computer software. Experience in governmental accounting is preferred.
2. Two years administrative and supervisory background, including experience in personnel and data processing.
3. Ability to communicate tactfully and effectively on both written and verbal levels with the public, commissioners, staff, officials, and the public.
4. Possession of a valid Michigan driver's license.
5. Ability to answer, take messages, and communicate on the telephone.
6. Ability to do data entry, query, and generate reports with a computer.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.

Work is performed in an office setting or occasionally in an outdoor or shop setting. Hand-eye coordination is necessary to operate office tools and equipment. The employee may be required to lift or move 25 lbs, and reach shelves or file cabinets from floor level to 72 inches above the floor for general filing and review. The employee should have the ability to sit for extended periods of time while using a computer or performing general office work.

While performing the duties of this job, the employee is frequently required to stand, sit, work, use hands and fingers, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is also occasionally required to climb, balance, stoop, kneel, crouch, crawl, talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts and equipment and is may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is moderate.

The job description does not constitute an employment agreement or contract between the employer and employee. The employer has the right to revise this job description at any time.