



**CITY OF BERKLEY, MICHIGAN**  
**3338 Coolidge Hwy**  
**Berkley, MI 48072**  
**FINANCE DIRECTOR**

Application Deadline: Open Until Filled

Under the general supervision of the City Manager, the Finance Director plans, directs, and oversees the financial, accounting, and treasury operations for the city. Treasurer responsibilities include directing all facets of tax administration; receive and deposit city payments and other revenues. Direct investments and cash management, ensure accurate accounting of all city funds, assists the City Manager in preparing the annual City budget, monitors expenditures, directs general ledger accounting and supervises accounting staff. Develops and administers the financial aspect of employee benefits.

Benefits include health care, dental and vision coverage, paid time off, flexible work schedule, defined benefit plan.

Successful candidates will meet the following requirements:

- Bachelor's degree in accounting, finance, or a related field. Designation as a Certified Public Accountant is preferred.
- Five or more years of executive level management experience, as an accounting professional or financial manager in a municipal setting. Minimum of three years of supervisory and employee development experience.
- Thorough knowledge of the principles, practices and legal regulations of municipal finance, budgeting, accounting, and investing. Considerable knowledge of cash management techniques, and capital funding and financing options.
- Effective problem solving, analytical and communication skills; able to quickly assess critical situations and effectively under stress, within deadlines and changing work priorities.
- Able to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, elected officials, the media, professional contacts, and the public.

A complete job description and applications are available online at [www.berkleymich.org](http://www.berkleymich.org). Qualified applicants are encouraged to send a completed employment application, resume, cover letter and three professional references by email to:

Darchelle Strickland Love  
Deputy City Manager  
dslove@berkleymich.net



## CITY OF BERKLEY JOB DESCRIPTION

### FINANCE DIRECTOR

**Department:** Finance/Treasury  
**Supervised by:** City Manager  
**Supervises:** Finance Department Employees

#### **Position Summary:**

Under the general supervision of the City Manager, serves as Finance Director and Treasurer. Plan, direct, and oversee the financial, accounting and treasury functions for the city. Direct all facets of treasury operations including tax administration, receipt and deposit of city revenues. Direct investments and cash management, ensure accurate accounting of all city funds, assists the City Manager in preparing the annual budget. Monitor expenditures, direct general ledger accounting and supervises accounting staff. Develop and administer the financial aspect of employee benefits.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plan, organize, and direct all aspects of departmental operations including personnel, budget, general administration and capital needs assessment according to municipal finance practices and standards including state and local regulations. Develop and implement departmental policies and procedures, internal controls and reporting forms, city directives, legal regulations and departmental goals and objectives.
2. Manage the tax billing process including tax settlement, tax bill preparation, mailings, personal property delinquency notices and other activities.
3. Assist the City Manager in developing and administering the budget. Work with other departments in developing budget requests and revenue and expense projections. Provide guidance on accounting and reporting procedures, account discrepancies, tax regulations, and city fiscal policies.
4. Participate in recruitment and hiring of department personnel directly or in cooperation with the City Manager and Deputy City Manager. Supervise department employees, evaluate performance, and oversee training and professional development. Assist in problem resolution and implement disciplinary and other corrective actions according to established procedures.

5. Oversee the tax collection process, enterprise receivables, and other payments to the city. Reconcile property tax collections and delinquencies.
6. Work closely with auditors to ensure accuracy of financial reporting. Supervises the year-end closing of financial records. Provide documentation and information. Plan, direct and review the results of internal audits.
7. Perform due diligence and research to ethically and soundly conduct all investments for the City.
8. Administers employee insurance coverages, accruals, and payroll process. Investigate and implement cost efficient alternatives to existing practices as directed by the City Manager. Participate in contractual negotiations. Coordinate employee benefit administration.
9. Keeps abreast of legislative or regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as needed.
10. Acts as department spokesperson, establishing and maintaining effective relationships with citizens, news media, City officials, employees, and other interests. Responds to public inquiries.
11. Attends City Council and other meetings requiring financial and professional input as needed. Serve on the Public Safety Retirement system Board.
12. Participate in, and prepare information for, labor negotiations. Support the negotiations team by providing information and attending meetings as required.
13. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

Requirements include the following:

- Bachelor's degree in accounting, finance, or a related field. Designation as a Certified Public Accountant is preferred.
- Advance computer skills, familiar with BS&A and other financial management software; able to master new technologies.

- Five or more years of executive level management experience, as an accounting professional or financial manager in a municipal setting. Minimum of three years of supervisory and employee development experience. Able to effectively lead, train and motivate employees and evaluate staff members' work,
- Thorough knowledge of the principles, practices and legal regulations of municipal finance, budgeting, accounting, and investing; financial analysis, accounting and financial reporting methods and techniques.
- Considerable knowledge of cash management techniques, and capital funding and financing options.
- Skill in assembling and analyzing financial data, developing operating and capital budgets, and preparing comprehensive and accurate reports.
- Able to effectively communicate ideas and concepts verbally and in writing; make presentations in public forums.
- Able to quickly assess critical situations and solve problems; work effectively under stress, meet established deadlines and adjust as work priorities change.
- Able to evaluate a variety of municipal financial services, analyze operational issues and establish internal policies, and procedural recommendations.
- Use good judgment, initiative and resourcefulness when dealing with employees, elected officials, the media, professional contacts, and the public; leverage resources and network with diverse agencies and groups.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk and hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

The City of Berkley is an Equal Opportunity Employer