

Director of Fiscal Services, Buena Vista Charter Township

The Director of Fiscal Services serves as the Chief Financial Officer for Buena Vista Charter Township and is responsible for providing quality fiscal services in a reliable and timely manner to the Township Board, Township departments, and the citizens of Buena Vista. This position is accountable for planning, organizing and controlling the finance, assessing, treasury, information services, and purchasing functions. Under executive direction of the Township Superintendent, the Director of Fiscal Services exercises independent judgment within broad policy guidelines; evaluates and analyzes issues, and recommends and implements solutions, providing leadership, direction and guidance in financial strategies, policy development and priorities. The Director advises and assists all Township departments regarding fiscal matters, including overseeing the preparation of the annual budget. The incumbent is challenged to forecast revenues, expenditures and fund balances to enable the Township Superintendent and Township Board to better develop long range planning for maintaining financial viability. As a senior member of Township management, the incumbent's work is guided by federal and state regulations, policies established by the Township Superintendent and Township Board, as well as established Township Ordinances. Within this framework, the incumbent monitors fiscal activities, analyzes financial outcomes and alternatives, advises on all fiscal matters and communicates as needed regarding the dissemination of financial information. This position has direct supervisory responsibilities for the Township Controller, the Township Assessor and the Township Treasurer.

Required Education/Experience/Knowledge

Graduation from an accredited 4-year college or university with a degree in Accounting, finance, or related field. Certified Public Accountant certification in the State of Michigan is strongly encouraged. Master's degree or Certified Public Finance Officer certification will also be considered. At least three years of progressive leadership experience in governmental accounting or auditing. Five years of relevant experience in municipal financial management, including preparation of Annual Comprehensive Financial Reports for Government Finance Officers Association certification program. Knowledge of accounting theory and practice; knowledge of accounting systems, procedures, and internal controls; ability to analyze complex financial data and prepare meaningful reports. Aptitude to learn and master operation of financial enterprise software. Must be highly proficient in spreadsheet applications to solve complex financial/accounting problems including the use of formulas and writing macros. Strong interpersonal skills and demonstrated history of effective leadership. Ability to exercise good judgement, initiative and resourcefulness in dealing with a wide variety of individuals including subordinates, co-workers, internal customers and external contacts such as audit staff. Ability to work under stress and use good judgment in critical situations. Must possess a valid State of Michigan driver's license with a good driving record.

Full information on the position, including examples of typical duties performed and a comprehensive list of the knowledge, skills and abilities required to perform the job can be found on the Township of Buena Vista website: www.bvct.org. Interested candidates may submit an on-line application and resume through the Townships employment page: <https://>