



BOROUGH OF FRANKLIN PARK

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BOROUGH OF FRANKLIN PARK Job Description

The Borough of Franklin Park is currently accepting applications for an immediate opening for the position of Treasurer/Finance Director. Interested individuals should submit a cover letter and resume via email to Regis Ebner, Borough Manager at rebner@franklinparkborough.us. Salary is commensurate with experience and qualifications. Comprehensive benefits package includes a pension and 457 deferred compensation plan. This position is open until filled. The Borough of Franklin Park is an Equal Opportunity Employer.

Job Title: Treasurer/Finance Director
Job Status: Full-Time Exempt Management/Supervisory
Manages: Part-Time Financial Coordinator and Part-Time Financial Clerk
Reports To: Borough Manager

JOB PURPOSE:

The Treasurer/Finance Director is responsible for all financial operations for the Borough. This person provides support to department heads and plays an integral role in helping the Borough Manager, Council and Mayor achieve the Borough's financial and operating objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform work under broad policy guidance and direction from the Borough Manager.
- Establish and maintain internal control procedures that comply with GASB policies and guidelines.
- Oversee A/R, A/P, banking, and payroll preparation functions. The Borough utilizes ADP for actual payroll check generation.
- Perform monthly closing operations including journal entry preparation.
- Prepare monthly Treasurer's Report for distribution to Council and Mayor.
- Work with elected and appointed officials and staff to create and maintain a rolling 5-year financial projection to be included as part of the budget document.
- Draft a fund balance policy for Council adoption.
- Draft a capital asset policy for Council adoption.
- Work with staff on implementation of infrastructure asset management software linked to the GIS software.
- Work with elected and appointed officials and staff to create and maintain a 5-year Capital Improvement Plan.
- Assist the Borough Manager with preparation of the annual budget document.
- Work with the Borough Secretary to ensure all filing deadlines are met with federal, state and local agencies.
- Effectively supervise finance staff and provide training and professional support.
- Actively participate in professional organizations.
- Work with the independent auditor to complete the annual audit.

EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting or related field and minimum of five years of experience in accounting required. Municipal accounting experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of local government finance and accounting, payroll and accounts payable functions and GAAP and GASB rules and guidance.
- Proficiency in Microsoft Office products and accounting software applications.
- Strong interpersonal and communication skills and proven experience expressing ideas effectively, both orally and in writing.
- Ability to work independently with general guidance from the Borough Manager.
- Ability to understand and analyze complex financial principles and apply them to daily tasks.
- Ability to research, write and edit statistical, financial, and factual information.
- Ability and willingness to learn new concepts and apply them to daily tasks.
- Ability to promote and establish effective working relationships with residents, elected officials, co-workers and vendors.
- Accuracy and attention to detail are essential.

WORKING CONDITIONS:

- Regular office hours are 8:00 AM – 4:30 PM, Monday through Friday.
- Occasional evening and weekend attendance is required for meetings, seminars, and conferences.
- Work is generally performed in an office setting with a quiet environment. The employee in this position has a dedicated office.
- Occasional work is performed in a public meeting setting where microphones and a sound system are utilized.
- The employee must occasionally visit other Borough properties and buildings as part of this job.
- The employee may occasionally lift or move up to 25 pounds.
- The employee is required to use a computer, telephone, photocopier, and other related office equipment.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.