



POSITION GUIDE

TITLE: Manager, Finance

DEPARTMENT: Executive Office

LOCATION: LCTCB Business Office

REPORTS TO: Executive Director

STATUS: Exempt

DATE ORIGINAL: 09/2009

DATE REVISED: 04/2018

SUMMARY OF PURPOSE

This position is responsible for providing assistance to the Executive Director on various organizational and financial matters for the Bureau to include policies and practices to ensure that the financial objectives are met in accordance with policies of the Board and various government regulations. Critical areas include the ongoing development and improvement of the financial program for the Bureau and supervision of the Accounting Associate and Payment Specialist. The position also requires the ability to work with IT in developing, documenting, testing and troubleshooting Bureau management information systems. The incumbent works with the staff of the organization in meeting organizational goals and objectives in support of the LCTCB mission and strategic objectives.

ESSENTIAL FUNCTIONS

1. Monitors and assesses Bureau productivity in concert with the other managers and keeps the Executive Director informed of progress and potential areas for improvement with a plan of action.
2. Prepares information on the financial condition of the Bureau and other organizational issues for review and presentation by the Executive Director to the Board.
3. Participates in management meetings within the Bureau to discuss current and evolving situations critical to the success of the Bureau.
4. Is responsible for annual state escheat reporting including follow-up of outstanding checks.
5. Maintains the Bureau's EIT, EMST/LST and Administrative Funds, balances disbursement ledgers with monthly bank statements and submits monthly reconciled financial statements to the Executive Director showing current status of all accounts.
6. Processes routine cash transfers between Bureau bank accounts as necessary.
7. Documents Bureau financial procedures and updates as necessary.
8. Prepares ACH disbursements for Executive Director's verification and approval. Maintains member organization's ACH transmittal information and account numbers. Transmits members ACH disbursements to bank.
9. Prepares all financial reports for internal and external requirements.
10. Manages day to day finances of the business.
11. Prepares checks for invoice payments in absence of Accounting Associate.
12. Approves invoice payments in absence of Executive Director.
13. Reviews all paid invoices for proper account coding and posting.
14. Maintains fixed asset depreciation schedules.

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15. Reviews and approves monthly journal entries prepared by Accounting Associate.
16. Serves as primary contact person during Bureau audits.
17. Serves as primary contact with the bank for issue resolution and usage of bank electronic data systems.
18. Downloads ACH Credit and Lockbox receipt files from bank and loads them to the back office system for posting.
19. Validates Check 21 deposit files, makes corrections if required, loads files to the back office system for posting and transmits ECL deposit file to bank.
20. Extracts data files from online reporting systems and loads to back office system.
21. Creates and validates ACH Debit files from online reporting systems, loads files to back office system for posting and transmits files to bank.
22. Works with IT Manager to evaluate and test back office and online reporting systems and all upgrades to those systems, diagnose and correct general systems issues, and liaison with online systems vendor for reporting and resolving of systems issues.
23. Develops system and training documentation and provides training to internal and external users of the online reporting systems.
24. Assists internal staff and external users in diagnosing and correcting specific systems issues.
25. Assists with the development, implementation and maintenance of the public relations program for the Bureau.
26. Meets with member organizations, tax bureaus, employers and taxpayers as necessary.
27. Assists Executive Director in development and delivery of presentations to members and other groups as necessary.
28. Provides input into the formulation of the financial policy and procedures manual for the Bureau.
29. Acts to ensure the privacy, security and safety of Bureau personnel.
30. Attends all meetings, as requested by the Executive Director.
31. Assists with the development of short- and long- term goals and objectives for the Bureau.
32. Supervises the Accounting Associate in defining and executing procedures and systems necessary to maintain proper records and to afford adequate accounting controls and services.
33. Supervises the Remittance Specialist in defining and executing procedures and systems necessary to maintain proper records and to afford adequate processing controls and services.

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34. Works with the Executive Director to effect continuity and articulation of the financial program throughout the Bureau.
35. Assists with the continual upgrade of staff, equipment and procedures to maintain pace with technological progress, economic change and financial needs and makes recommendations as needed.
36. Prepares and develops financial and business reports and provides measurement and evaluation of budget as requested.
37. Provides input on performance of other employees when asked by the Executive Director.

DEPARTMENT/ORGANIZATION

- Keeps current with related financial management practices that impact the Bureau.
- Makes decisions consistent with the LCTCB mission and core values, establishes and maintains effective communication and positive relationships within LCTCB.
- Performs other functions as assigned by the Executive Director.
- Contributes to the effective team management of all issues and opportunities within LCTCB.
- Maintains an optimum relationship with other staff members by being courteous and always mindful of the importance of confidentiality.
- Acts in an ethical manner on all tasks and projects.

MARGINAL FUNCTIONS

Marginal functions will vary with the specific assignment and depend on the particular position function for which the person is responsible.

SCOPE AND IMPACT

This position works independently in the performance of the essential functions. Contacts may include LCTCB staff, school district business managers, municipalities, the executive committee, the community, outside consultants, auditors, banks, professional organizations and local, state and national organizations.

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MINIMUM REQUIREMENTS

This position requires a degree in business administration or accounting and three years of experience in financial management related responsibilities to include supervision. Technical experience in the use of data systems and other software applications including the ability to diagnose and correct systems issues is highly desirable. The position requires knowledge of business and tax concepts, financial management and planning and business management.

SPECIAL SKILLS

Position requires excellent interpersonal and communication skills and knowledge of all aspects of finances to include accounting, budgeting, auditing and payroll. This position must be well versed in federal, state and local tax law. This position must possess a positive and professional attitude toward responsibilities. The position must possess the ability to manage, train and supervise staff and demonstrate leadership qualities and human relations skills. Work under high levels of stress and activity. Demonstrate proficiency with the Microsoft suite of office products and all tax-related software, computer programming and database processes, email, the internet; be organized and confidential at all times; act as a team player; be flexible to work on multiple tasks and deal with constant change.

PHYSICAL/MENTAL/ENVIRONMENTAL

Physical: Sit: 90% walk/stand: 10%;
Lifting: Some light lifting
Vision: Normal

Mental: Ability to define problems, collect and organize information, establish facts and draw valid conclusions to solve the problem/handle the situation and use clear and good judgment. Must be able to remain calm in what can become a stressful environment.

Environmental:
This position requires working in a normal office environment.

The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job.