

**Missaukee County Road Commission**  
**1199 N. Morey Road, P.O. Box A**  
**Lake City, MI 49651**

**FINANCE MANAGER POSITION**

**General Summary:**

Under the supervision of the Road Commission Manager, performs a variety of financial/accounting duties, answers telephone and greets visitors. Relieves supervisors of clerical work and technical duties which require knowledge of Road Commission of Missaukee County functions, rules, regulations and policies.

**Start Date: April 27, 2026**

**Responsibilities and Essential Duties and Functions:**

An employee in this position is required to perform the following essential functions. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

- Accounts Payable: Post and pay as needed
- Prepare quarterly payroll taxes
- Report material usage to MDOT for the state trunklines
- Bank reconciliations for all Road Commission accounts
- Attend the board meetings, present financial reports, record minutes
- Assist with preparing the annual budget and prepare the amended budget
- Calculate and pay admin pension
- Bank deposits
- Invoice accounts receivable
- Oversee inventory
- Year-end payroll reconciliation and reporting (W2s, 1099s, annual state withholding report)
- Workers compensation audit
- Financial audit
- Maintain fixed asset and equipment records and prepare year-end reports
- Fringe rate calculation
- Annual Act 51 report

Job Qualifications:

The requirements listed below are representative of the minimum qualifications, knowledge, skills and abilities required to successfully perform the essential functions of the position.

- Background in accounting, finance and/or business.
- Five years of work experience in the accounting field. An emphasis on governmental or public agency accounting helpful. Considerable knowledge of general ledger accounting, payroll and financial record keeping.
- Detail oriented with ability to maintain accurate and complete records and files.
- Strong organizational skills and understanding of deadlines with appropriate urgency to meet these deadlines.
- Excellent customer service skills with the ability to communicate effectively, both orally and in writing, with employees, the public, state/county/elected officials and staff, with friendliness, responsiveness and tact.
- High degree of discretion, prudence and confidentiality.
- Ability to learn the accounting system quickly and perform work with speed and accuracy.
- Skilled in the use of Microsoft Office applications.
- Human Resource knowledge/experience a plus.
- Ability to report to work regularly and on time.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Other duties will be assigned as management deems necessary, subject to any existing employer-employee work agreement.

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Starting Wage = Commensurate with experience - 40 hours per week

Health Insurance = Blue Cross Blue Shield, includes Dental and Vision

Pension Plan = 14% of wage

Work Week: Mid-April to Mid-September - 6:00 a.m. to 4:30 p.m. Monday - Thursday  
Mid-September to Mid-April - 7:00 a.m. to 3:30 p.m. Monday - Friday  
(start and end dates may vary)

Vacation: (per employee contract)

One (1) year	Ten (10) days per year
Ten (10) years	Fifteen (15) days per year
Eleven (11) years	Sixteen (16) days per year
Twelve (12) years	Seventeen (17) days per year
Thirteen (13) years	Eighteen (18) days per year
Fourteen (14) years	Nineteen (19) days per year
Fifteen (15) years	Twenty (20) days per year

Sick Leave: (per employee contract)

8 hours per month

Paid-Up Life Insurance: \$5,000.00

Group Term Life Insurance: \$150,000

Longevity: (per employee contract)

\$100.00 per 2 years service, approx. \$38.00 increase per year up to \$800.00 maximum