

County of Houghton, Michigan
Job Opening: Finance Manager

Job Title: Finance Manager

Location: Houghton County Courthouse, Houghton, Michigan

Position Overview: Houghton County is seeking a skilled and dedicated Finance Manager to join our team. The ideal candidate will have a strong background in financial management and a passion for public service. In this role, you will be responsible for overseeing the County's financial operations, ensuring fiscal integrity, and helping to shape the financial strategies that support the County's long-term goals. This role requires a proactive individual who can handle multiple tasks, maintain confidentiality, and communicate effectively. This role involves working closely with the County Administrator, following their instructions and collaborating to achieve shared goals.

Key Responsibilities: Included but not limited to the following:

- Manage the County's financial operations, including budgeting, forecasting, and financial reporting.
- Supervise the preparation of monthly, quarterly, and annual financial statements and reports.
- Ensure compliance with all local, state, and federal financial regulations and policies.
- Provide guidance and support to department heads on budgetary matters.
- Prepare and monitor cash flow projections.
- Lead financial audits and assist in the preparation of the County's Comprehensive Annual Financial Report (CAFR).
- Develop and implement financial policies and procedures to ensure efficient and effective financial management.
- Analyze financial data and make recommendations for improvements or changes to increase efficiency and effectiveness.
- Process bi-weekly/monthly payroll for all employees, ensuring accuracy and compliance with company policies and regulations.
- Ensure compliance with applicable laws and regulations, including tax withholding and reporting.
- Assist with year-end payroll processes, including W-2 preparation and filing.
- Coordinate with HR to ensure accurate employee records, including new hires, terminations, and changes in employment status.
- Process Accounts Payable & Accounts Receivable.
- Collaborate with the County Administrator, providing administrative support, and financial suggestions.

Qualifications:

- Bachelor’s degree in Finance, Accounting, Business Administration, or related field required at minimum. Master’s degree and / or professional certification(s) (CPA, CMA, CFA, etc..) preferred.
- Previous experience in finance, accounting or related roles, with preference to public sector finance.
- Strong knowledge of accounting principles, financial reporting, and budgeting.
- Ability to analyze complex financial data, and present clear insights.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to maintain confidentiality and handle sensitive information.
- Strong problem-solving skills and a proactive approach to tasks.
- Team-oriented with a positive attitude.

What we offer:

- An excellent and comprehensive healthcare and fringe benefit package, including access to the County’s 4 option Blue Cross Blue Shield plans on the first day of employment.
- A 5% Defined Contribution MERS Retirement Plan.
- A negotiable salary of \$58,000 to \$72,000, dependent on the successful candidate’s qualifications, education, and experience

How to Apply:

Interested candidates should submit their application, resume and cover letter to Houghton County Administrator Chelsea Rheault; 401 E Houghton Ave, Houghton, MI 49931, or email the requested documents to administrator@houghtoncounty.gov. All applications must also complete an application for employment, which is located under the “Employment” tab on the County website: www.houghtoncounty.net

THIS POSITION WILL REMAIN OPEN UNTIL FILLED

ORIGINAL JOB POSTING DATE: 03/20/2025