

Rik Kowall, Supervisor
Anthony L. Noble, Clerk
Mike Roman, Treasurer



Trustees
Scott Ruggles
Steve Anderson
Andrea C. Voorheis
Liz Fessler Smith

WHITE LAKE TOWNSHIP

7525 Highland Road, White Lake, MI 48383

JOB POSTING

FINANCE DIRECTOR

White Lake Township is seeking an experienced and detail-oriented Finance Director to lead all financial operations for the Township. This vital leadership role ensures fiscal responsibility, transparency, and full compliance with GASB and GAAP standards. The Finance Director will manage budgeting, financial planning, reporting, audits, grants, and accounting systems while collaborating closely with Township leadership and department heads.

Key responsibilities include developing the annual budget in partnership with the Township Supervisor and departments, preparing monthly and annual financial reports, monitoring budget performance, and making recommendations for adjustments. The Director will lead the annual audit process, maintain accurate financial records—including general ledger reviews, payroll, and accounts payable—and ensure compliance with all state and grant reporting requirements, such as CVTRS and PA-202. Additional responsibilities include overseeing accounting for capital projects, special assessments, and grant-funded initiatives, as well as managing financial and payroll systems (e.g., BS&A, Paylocity) and coordinating with HR and the Treasurer's Office on payroll, benefits, tax collection, and reconciliations.

Candidates must hold a bachelor's degree in accounting, finance, business administration, or a related field, and possess at least five years of progressively responsible experience in municipal accounting or public-sector finance. A strong understanding of fund accounting, GASB, and GAAP is essential, along with proficiency in Microsoft Excel and financial software used in municipal operations. Preferred qualifications include a CPA, CGFM, or similar credential, as well as experience with Special Assessment District (SAD) accounting, Corridor Improvement Authority (CIA) finance, and Paylocity software. This position reports to the Township Clerk. Applications will be accepted until filled.

The salary range is from **\$96,436 – \$110,212** and includes generous paid time off and holidays, plus comprehensive health insurance benefits. Insurance benefits include optical, dental, and life insurance. The Township also belongs to the MERS defined benefit pension plan.

Applications and the complete job description can be located on the White Lake Township website at <https://www.whitelaketwp.com/jobs>.

Please submit your resume, application, and cover letter electronically to:

Robin Myers, HR Generalist
rmyers@whitelaketwp.com

Posted 8/5/2025

White Lake is an equal opportunity employer – M/F/D/V.