

OCEANA COUNTY ROAD COMMISSION

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MARK TIMMER, Managing Director
SANDRA K. GRIFFIN, Clerk

WILLIAM MYERS, Chairman
CATHY FORBES, Vice Chairman
BOB CARR, Member
ALLEN BLOHM, Member
LLOYD GOWELL, Member

April 4, 2019

Employment Opportunity: Director of Finance/Human Resources

The Oceana County Road Commission is seeking a Director of Finance/Human Resources. The successful applicant will have 10 years accounting experience with expertise and understanding of general ledger accounting and terminology, and transaction codes and procedures in a complex computerized financial management system. The applicant will have a proven track record and ability to exercise discretion, use good judgement and take initiative. The Director of Finance/Human Resources reports directly to the Managing Director and manages the accounting, financial, personnel functions, and supervises the office staff. The position also acts as Clerk and takes minutes during Board Meetings.

The ideal candidate will be proficient in Microsoft Office including Excel, Word and Power Point. The candidate will be responsible for oversight of payroll and quarterly federal/state reporting. He/she will maintain files including policies, procedures, insurance, and annual financial reports/audits including Michigan Department of Transportation recording. The position will assist in the annual budget preparation, union labor contract negotiations, discipline and record keeping, issuing of permits, injury claims, drug testing, personnel records, new hires etc.

The success candidate will train under the current Clerk (Finance Director/Human Resources.) A job description is available upon request.

A pre-employment background check is required.

Please send resume and cover letter along with three references to:
Oceana County Road Commission, PO Box 112, 3501 W Polk Rd, Hart, MI 49420
Attn: Sandra Griffin

Applications must be received by Monday May 13, 2019 by 12:00 pm (noon).

Mark Timmer

Managing Director