

Job Opening: Deputy Finance Manager, County of Houghton, Michigan

Position Overview

Houghton County is seeking a motivated and detail-oriented professional to serve as Deputy Finance Manager. This position works directly under the supervision of the Finance Manager and plays a key leadership role in supporting the County's financial operations.

The Deputy Finance Manager assists in overseeing budgeting, accounting, payroll, financial reporting, and compliance functions. This individual serves as the acting Finance Manager in their absence and must be capable of independently managing financial operations while maintaining the highest level of accuracy, confidentiality, and professionalism.

This position requires strong analytical skills, sound judgment, and the ability to work collaboratively with the County Administrator, department heads, elected officials, and external auditors.

Key Responsibilities

Included but not limited to the following:

- Assist in managing the County's financial operations, including budgeting, forecasting, and financial reporting.
- Prepare and review monthly, quarterly, and annual financial statements and internal reports.
- Support the preparation and monitoring of departmental budgets.
- Assist with cash flow analysis and projections.
- Help coordinate and prepare documentation for annual audits and the County's Comprehensive Annual Financial Report (CAFR).
- Ensure compliance with local, state, and federal financial regulations and reporting requirements.
- Assist in developing and maintaining financial policies and internal controls.
- Analyze financial data and provide recommendations for operational efficiencies.
- Process and review bi-weekly/monthly payroll to ensure accuracy and compliance.
- Process Accounts Payable and Accounts Receivable transactions.
- Assist with year-end payroll processing, including W-2 preparation and reporting.
- Coordinate with Human Resources to ensure accurate employee compensation and benefit records.
- Provide support and guidance to department heads regarding financial procedures.
- Serve as acting Finance Manager in their absence.
- Perform other related duties as assigned.

Qualifications

- Bachelor's degree, or equivalent, in Finance, Accounting, Business Administration, Management, or related field required.

- Strong understanding of accounting principles and financial reporting.
- Proficiency in Microsoft Office Suite, particularly advanced Excel skills.
- Ability to analyze complex financial data and communicate findings clearly.
- Strong organizational skills and attention to detail.
- Ability to maintain confidentiality and manage sensitive financial information.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Minimum of 2–3 years of experience in finance, accounting, or governmental accounting preferred.
- Knowledge of governmental accounting principles and public sector budgeting strongly preferred.
- Professional certifications (CPA, CMA, etc.) are a plus but not required.

What We Offer

- An excellent and comprehensive healthcare and fringe benefit package, including access to the County’s four-option Blue Cross Blue Shield plans on the first day of employment.
- A 6% Defined Contribution MERS Retirement Plan.
- A negotiable salary range of \$50,000 – \$60,000, dependent upon qualifications, education, and experience.
- Opportunity for professional growth and leadership development within County government.
- We offer a generous paid time off package:
 - Employees earn **one (1) sick day per month**, credited on their monthly employment anniversary.
 - Vacation time is awarded based on years of continuous service:
 - **After 1 year:** Two (2) weeks (10 workdays) of paid vacation
 - **After 3 years:** Three (3) weeks (15 workdays) of paid vacation
 - **After 10 years:** Four (4) weeks (20 workdays) of paid vacation
 - **After 20 years:** Four (4) weeks plus one (1) additional day per year of service thereafter, up to a maximum of five (5) weeks total
 - Three (3) paid personal days per year
 - Employees also receive paid time off for the following holidays:
 - New Year’s Day
 - Martin Luther King Jr. Day
 - Presidents Day
 - Good Friday
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day

- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

How to Apply

Interested candidates should submit their application, resume, and cover letter to:

Chelsea Rheault

Houghton County Administrator

401 E Houghton Ave

Houghton, MI 49931

Or email: administrator@houghtoncounty.gov

All applicants must also complete an Application for Employment located under the "Employment" tab at:

www.houghtoncounty.gov

**THIS POSITION WILL REMAIN OPEN UNTIL FILLED
ORIGINAL JOB POSTING DATE:**