

West Brandywine Township

Board of Supervisors

Charles A. Dobson – *Chairman*

Ryan A. McLaughlin – *Vice-Chairman*

Carole J. Chappelle – *Member*

Dale Barnett

Manager

JOB OPPORTUNITY- FINANCE DIRECTOR

West Brandywine Township has an excellent career opportunity for a Finance Director to lead the financial planning & management of the Township. The Township seeks an individual with an efficient & streamlined approach. The Finance Director will oversee all financial operations, including accounting, budgeting, forecasting, financial reporting, and long-term strategic planning. This position is responsible for ensuring the financial health and sustainability of the township by providing data-driven recommendations to the Township Manager and overseeing the financial operations of the municipality.

The Finance Director supervises the employees of the finance department, coordinates with department heads, and consults with the Township Manager. Additionally, the Finance Director prepares reports and analyses as requested by the Township Manager. This is a Full-Time exempt position with an annual salary commensurate with qualifications and experience. We offer a generous benefits package. This is an onsite position that reports directly to the Township Manager.

Qualifications:

Bachelor's degree in Finance, Accounting, Business Administration, or a related field.

Minimum of 5 years of experience in municipal or government finance or a similar leadership role.

Strong knowledge of accounting principles, budgeting, and financial reporting standards.

Familiarity with municipal finance regulations and best practices, including cash basis/accrual accounting.

Proficient in financial software and tools including Microsoft Excel.

Excellent leadership, communication, and organizational skills.

- Ability to work effectively with staff and management. The ideal candidate will have the capacity to train and mentor.

If you're ready to make a meaningful impact on the future of West Brandywine Township, we encourage you to apply! Please send your cover letter and resume to Dale Barnett, Township Manager at manager@wbrandywine.org. EOE.

Be sure to check our website: <https://wbrandywine.org/>

JOB DESCRIPTION

West Brandywine Township, Chester County, Pennsylvania

FINANCE DIRECTOR

Position Title: Finance Director
Department: Finance Department
Supervisor(s): Township Manager
FLSA Status: Exempt

JOB SUMMARY

Under direction of the Township Manager, administers, supervises, plans, organizes, coordinates and directs all financial and related functions and activities of the West Brandywine Township. The work of the Finance Director is reviewed through conferences with the Township Manager and by independent post audits.

ESSENTIAL DUTIES

The Finance Director must be able to perform satisfactorily and professionally the essential duties and responsibilities of the position, which include, but are not limited to, the following:

- Provides the Township Manager and Board of Supervisors with timely and informative financial reports and statements
- Designs, implements and administers all accounting, payroll, and service billing procedures for the Township
- Responsible for the preparation of the annual Township budget and exercising control over the adopted budget
- Directs the recording of all receipts and disbursements
- Audits transactions for legality and sufficiency of funds
- Determines needs of demand accounts and amount of money available for investment on a timely basis
- Oversees and maintains the Township's classification of accounts
- Reconciles books of accounts with those of the Township Tax Collector
- Reviews and reports on the fiscal impact of proposed resolutions and ordinances
- Renders assistance to all auditors during their examinations
- Provides counsel to department heads regarding accounting and budgetary policies, procedures and reporting
- Keeps separate accounts for all funds
- Analyzes accounting systems for determining error trends
- Plans, installs and maintains a central accounting system for the Township which includes pre-audit and financial controls
- Prepares records and reports for submissions to various regulatory and other governmental agencies
- Directs and coordinates activities of the Finance Department
- Advises Department Heads in the review of estimates and the preparation of the budget

ADDITIONAL RESPONSIBILITIES

- Supervises the maintenance and control and subsidiary records

- Supervises the posting of invoices, and receipts; and records all journal, adjusting and closing entries
- Maintains insurance and pension fund records
- Maintains and reconciles bank statements, writes and bonds checks
- Performs other duties as required by Township Manager
- Works well with others without regard to their race, religion, color, sex, sexual preference, gender identity, ancestry, age, national origin, disability, marital or veteran status, economic, and educational backgrounds.
- Maintains confidentiality as appropriate and recognizing that all work produced is the property of the Township of West Brandywine Township
- Maintains a professional demeanor and appearance.

SKILLS & QUALIFICATIONS

- Possesses considerable knowledge of governmental accounting and budgeting practices, general laws, Township ordinances and administrative policies governing municipal financial practices and procedures
- Possesses knowledge of office management practices
- Able to present fiscal and other information effectively and respond to questions from officials and colleagues.
- Able to establish and maintain effective working relationships with Township department heads and staff as well as with external organizations and customers, such as government entities.
- Possesses effective interpersonal skills, including the ability to present information and respond to questions from Township officials, colleagues, clients, vendors, and the general public.
- Able to lead, motivate, and work closely with people of all skills and backgrounds
- Able to work independently and make appropriate decisions
- Able to read and interpret complex financial and statistical information as well as Township ordinances and policies
- Able to prepare and distribute extensive reports in a timely fashion
- Possesses outstanding organizational skills with meticulous attention to detail
- Able to handle numerous tasks and responsibilities, anticipate and meet deadlines, and respond promptly and professionally to internal and external requests
- Able to supervise staff and evaluate staff performance
- Ability to communicate with management and staff on a productive basis
- Understands basic networking technology and devices in the client/server environment
- Possesses experience working with accounting software applications including file downloads and data extraction/conversion techniques
- Possesses skills of an advanced user of Microsoft Office including Word and Excel
- Able to communicate effectively orally and in writing

EDUCATION REQUIREMENTS

- Possession of a Bachelor's Degree in Public Accounting
- Three to five years' experience of progressively responsible in governmental accounting preferred or any combination of training and experience which provides the required knowledge, skills and abilities
- Working knowledge of personal productivity software (e.g., MS Office)
- Experience with computerized accounting systems

PHYSICAL/WORK POSTURE REQUIREMENTS:

The physical requirements of the job include, but are not limited to, the following:

- Ability to sit for extended periods of time.
- Ability to remain in a stationary position frequently, but also to occasionally move about within the Township Building and other Township facilities to access other staff and materials.
- Ability to speak and hear clearly.
- Ability to frequently communicate with co-workers, staff from other entities, and the general public to exchange accurate information in various situations.
- Ability to handle office equipment frequently.
- Ability to lift, move, and/or carry up to 20 lbs. on a consistent basis, and on occasion up to 30 lbs.
 - 1) Bending 5-10%
 - 2) Crouching 5-10%
 - 3) Reaching 50-75%
 - 4) Standing 5-25%
 - 5) Walking 5-25%
 - 6) Sitting 50-75%
 - 7) Lifting 5-25%

VISION REQUIREMENTS:

Near and distance vision and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

Primarily an inside work environment

EMOTIONAL DEMANDS:

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|----|-----------------------------|------------|
| 1) | Contact with General Public | Frequently |
| 2) | Customer Contact | Frequently |
| 3) | Working Alone | Frequently |

NOTE: The requirements included in this job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.