

BOARD OF SUPERVISORS
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TOWNSHIP MANAGER
DANIEL C. FOX

NEW BRITAIN TOWNSHIP
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JOB OPPORTUNITY- FINANCE DIRECTOR

New Britain 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 of \$95,000-\$125,000 depending upon 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.

GFOA certified financial officer preferred but not required.

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 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 New Britain Township, we encourage you to apply! Please send your cover letter and resume to Dan Fox, Township Manager at dfox@nbtpa.us.

Be sure to check our website: <http://www.newbritaintownship.org> Position open until filled.



Job Description

Job Title: Director of Finance
Department: Administration
Work Location: Township Building
Supervisor: Township Manager

Status: ☒ **Regular, Full-time**
☐ **Non-Exempt**
☐ **Hourly**

☐ **Regular, Part-time**
☒ **Exempt**
☒ **Salary**

Position Summary:

The Director of Finance manages administrative processes and provides support to Township Manager in core business services including purchasing and budget. This position serves as chief financial advisor to the Township, and manages people and processes in the areas of finance and information systems. The Director of Finance will provide oversight of general ledger, plan for preparation of budget, advise on investments and provide for long term capital planning, and will lead the annual audit review process and manage fixed assets inventory.

Examples of Work – This is not an exclusive list but merely a few examples:

Serve as chief financial advisor to the Township Manager; establish accounting and financial controls for Township functions; lead and direct short-and long-range financial planning; gather, interpret and prepare data for studies, reports and recommendations.

Manage administrative processes and provide support to Township Manager in core business services including purchasing and budget; ensure appropriate policies, procedures and processes are in place to facilitate and expedite decisions regarding business operations.

Provide day-to-day oversight of General Ledger including accounts receivable, accounts payable, fixed assets, cash and risk management; ensure proper review of entries and invoices internally created by other Township staff to system review documentation of reconciliation of accounts for accuracy and conformance to laws; respond to questions, advise on policy and procedure, assist with non-routine account reconciliation matter.

Plan for coordination and preparation of annual budget; calculate budget requirements and projections for revenue, personnel and operational needs; distribute core budget figures to departments and solicit budget requests; consolidate information from departments, perform technical review to analyze trends; recommend changes in revenue rates and expenditures; finalize budget format for public inspection, prepare, or direct preparation, of state and federal reports, and ordinances and resolutions; establish systems of internal controls and plan for and coordinate implementation.

Facilitate development of long-term budget plan; analyze current and past budgets, forecast future trends, recommend effective system for setting up and tracking accounts.

Advise Township Manager and Board of Supervisors on investments and loans for long term capital planning; evaluate need for procurement of funds and investment of surplus; develop a cash investment policy that emphasizes safety, liquidity and profitability; monitor cash flow for current requirements and provide for long term forecasts; evaluate payment strategies; recommend strategies to maximize investments; develop relationships with institutions to stay abreast of changing banking environment; coordinate bond issues and ensure necessary payments are made.

Lead audit review process; Coordinate information and compile documentation for Auditors and proof final report; prepare annual and periodic reports on financial forecasts, surveys, and funding applications; Prepare presentation for the public; Ensure the annual audit is completed timely and reports are filed with the Pennsylvania Department of Community and Economic Development and Board of Supervisors; Prepare final CAFR report to include detailed charts, schedules and analysis of audit.

Manage fixed assets inventory; prepare accurate records on all assets of the Township; prepare inventory reports for departments; compile documentation, develop spreadsheets to evaluate data, recommend revisions to procedures to improve control of fixed assets.

Provide support for financial review and tracking of contracts.

Manage finance information technology (IT) function; administer financial software system and oversee intersection of financial system software and utility billing operations; review recommendations for finance software and hardware improvements throughout the Township.

Participate as member of senior management to accomplish short-term and long-range planning, address Township-wide policy and issues and promote inter-departmental cooperation.

Essential Functions:

To maintain a positive public service attitude at all times.

Ability to pay close attention to details and have excellent organizational skills, and maintain accurate developer files.

Ability to prioritize and schedule work load appropriately to meet deadlines.

To be punctual and maintain regular attendance at work.

Ability to work independently with little supervision.

Ability to establish and maintain effective working relationships with co-workers, township residents, the general public, etc.

Ability to manage complex projects and adapt to changing circumstances.

Ability to inspire trust in others.

Ability to build relationships to strengthen community partnerships.

Ability to promote accountability for completion of goals and objectives.

Ability to develop staff and build a collaborative atmosphere among various work units as head of a major department of the organization.

Ability to collaborate on ideas and translate into plans.

Ability to facilitate long range planning within a collaborative framework.

Ability to build independent opinions regarding customer needs and work to influence organization commitment to those needs where they are critical to organization success.

Ability to foster environment that challenges staff to continuously create new efficiencies.

Ability to effectively use collaborative group processes to innovate, problem solve and implement change.

Ability to create trust through inclusive people practices and open communication.

Ability to prepare concise reports and make effective oral and written presentations.

Ability to develop effective relationships with management staff, employees, governmental agencies and service providers doing business with the Township.

Ability to evaluate programs and services, make recommendations and follow through on a plan of action.

Ability to apply advanced mathematical and statistical principles in analysis of data.

Ability to work with abstract ideas, apply financial concepts and develop plans for future work projects.

Job requires the physical ability to do the following:

To see and hear. To function in activities involving walking, bending, reaching, climbing stairs and driving a vehicle. To sit, stand, and walk from one place to another.

To lift and carry up to 15 lbs.

To speak and write English fluently.

Required knowledge, skills, and abilities:

Comprehensive knowledge of public finance laws and regulations.

Comprehensive knowledge of financial provisions of the Pennsylvania Second Class Township Code.

Comprehensive knowledge of management principles and practices, including budgeting, public relations, and strategic planning.

Comprehensive knowledge of accounting and budgeting principles and practices applicable to local governments.

Thorough knowledge of banking and investment strategies.

Thorough knowledge of scope and purpose of Township programs and services.

Thorough knowledge of integrated software for fiscal management.

Thorough knowledge of Township policy and procedure.

Minimum Qualifications:

A Bachelor's degree in finance, accounting, or related field with a minimum of 6 years accounting/finance experience, preferably in government.

Use of Microsoft Office365, with excellent computer aptitude and software skills.

Employee Name: _____ Date Reviewed: _____

Employee Signature: _____ Supervisor Signature: _____

Township Manager Signature: _____