



**EAST COVENTRY TOWNSHIP
FINANCE DIRECTOR
JOB POSTING
September 27, 2024**

East Coventry Township, located in Chester County, Pennsylvania, seeks an experienced municipal finance/accounting professional to lead the financial management function of this Second Class Township with approximately 7,000 residents in 10.8 square miles. The Township is governed by a five-member Board of Supervisors, operates with an annual budget of approximately \$16.5 million and has 17 full-time staff.

This highly responsible position reports to the Township Manager and partners with Department Heads in a proactive and strategic manner providing a broad range of municipal finance and human resource functions while maintaining the Township's fiscal stability. The Finance Director must be an outstanding communicator and innovative leader who provides reasoned and sound recommendations.

The Finance Director is the appointed Township Treasurer and responsible for managing the Township's day-to-day financial and human resource operations as well as directing the municipal funds, accounting systems and controls, financial forecasting and planning, budgeting and financial reporting, debt and cash management, central accounting, pre and post internal auditing, grant management, payroll, revenue collection, pension administration, investment management, centralized purchasing, sewer and other billing, and contracting. The Finance Director attends meetings as directed by the Township Manager.

In pursuit of excellence and carrying on the legacy of the retiring Finance Director, the Township seeks a team member who values integrity, stewardship, responsiveness, respect, transparency, and partnership. Therefore, the following knowledge, skills, abilities, and competencies are required for this upcoming vacancy:

- Demonstrated and verifiable successful performance in municipal finance and/or accounting.

- Demonstrated and verifiable experience utilizing modified cash basis accounting to develop, manage, and balance an annual operating and capital budget of similar complexity to the Township's is required.
- A progressive record of strong and open professional administrative leadership in a similar community or organization.
- Demonstrated and verifiable experience utilizing sound and effective leadership techniques to establish goals and achieve results within financial and other resource limits.
- Proven record of leading with high personal integrity and ethical behavior.
- Proven record of successful labor and management and contract negotiations are important considerations.
- A bachelor's degree in finance, accounting, or a related field plus a minimum of five years of progressively responsible financial governmental management experience with modified cash basis accounting. A master's degree in finance, accounting, or a related field is desirable or the equivalent combination of education and experience.
- Comprehensive working knowledge of QuickBooks.
- A valid driver's license.
- The ability to qualify for a surety bond.

Starting salary with a competitive compensation and benefits package will be commensurate with knowledge, skills, abilities, qualifications, and experience. The final candidate's hire is contingent upon successfully completing a comprehensive background check and drug screen.

The Township is targeting a January 2025 start date, so the successful candidate can shadow the retiring Finance Director prior to her last day. For further information on the position, please visit www.eastcoventry-pa.gov. **To apply, please email a cover letter, resume, salary history, salary expectation, and references in one document to ebriggs@eastcoventry-pa.gov by October 31, 2024.** The position will remain open until filled.