



Assistant Finance Director

West Whiteland Township, Exton, Chester County, PA

West Whiteland Township is seeking a highly skilled and motivated Assistant Finance Director to join our Finance Department leadership team. This is a key professional role supporting the Chief Financial Officer/Township Treasurer in managing all aspects of municipal financial operations for a dynamic, well-managed suburban community located in the heart of Chester County, approximately 30 miles from Philadelphia.

With a strong tax base, AAA bond rating, and ongoing redevelopment and infrastructure investment, West Whiteland offers an excellent opportunity for an experienced municipal finance professional to take the next step in their career while contributing to a high-performing local government.

About the Township

West Whiteland Township serves over 19,600 residents and a daytime population exceeding 26,000. The Township is centered around the Exton Crossroads of Routes 30 and 100 and continues to experience thoughtful growth, redevelopment, and infrastructure investment.

Recognized for strong financial management, the Township maintains a Moody's Aaa bond rating, placing it among a select group of Pennsylvania municipalities with the highest possible credit rating.

Position Overview

The Assistant Finance Director plays a critical leadership role within a five-person Finance Department. This position provides advanced support in accounting, budgeting, reporting, auditing, and treasury operations while ensuring accuracy, compliance, and efficiency across all financial functions.

The successful candidate will be a hands-on financial professional who thrives in a fast-paced municipal environment and is prepared to take on increasing leadership responsibility as part of the Township's succession planning strategy.

This position serves as second-in-command within the Finance Department and may act on behalf of the CFO/Treasurer as needed.

What You'll Do

- Support daily municipal accounting operations including AP, AR, payroll, and general ledger
- Assist in preparation and monitoring of annual operating and capital budgets
- Prepare financial reports, reconciliations, and audit documentation
- Assist with annual independent audit and ensure GAAP/GASB compliance
- Monitor revenues, cash flow, investments, and treasury activities
- Support debt management, capital financing, and long-range planning
- Strengthen internal controls and improve financial processes and systems
- Provide guidance, training, and cross-functional support to Finance staff
- Serve as acting support for the CFO/Treasurer when required

What We're Looking For

This position **requires both accounting expertise and municipal finance experience.**

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or related field
- 3–7 years of progressively responsible experience in municipal or governmental finance (required)
- Strong working knowledge of GAAP and GASB standards
- Experience with budgeting, general ledger systems, and financial reporting
- Strong analytical skills, attention to detail, and ability to manage multiple priorities
- Excellent communication and collaboration skills in a team-based environment

Preferred Qualifications

- CPA, CGFM, or related professional certification
- Master's degree in a related field
- Prior Pennsylvania municipal or township finance experience
- Experience with municipal ERP/financial systems
- GFOA membership or engagement in public finance best practices

Why Join Us

- Leadership role in a financially strong, AAA-rated municipality
- Opportunity to grow into senior finance leadership through succession planning
- Collaborative, mission-driven local government environment
- Direct impact on community services, infrastructure, and long-term planning

How to Apply

Interested candidates must apply through the Township's online application system. Applicants will create an account and apply for the position through the Township's job portal. Apply [here](#).

West Whiteland Township is an Equal Opportunity Employer (M/F/H/V/D).