



Director of Finance Job Posting September 1, 2026

Do You Want to Make a Positive Difference?

Do You want to be a Strategic Partner with our Dynamic Collaborative Team?

Do you want to Effectuate Progressive Change and Best Practices for Our Township?

If so, Caln Township, located in Thorndale, PA in Chester County, has a seat at the table for a highly motivated and experienced Director of Finance (DOF) to lead a progressive First-Class Township of approximately 15,000 residents in 9 square miles. The Township's government provides a wide range of services to reflect a unique mix of history and progress and is widely recognized for its efforts to provide a high quality of life and participatory government for its residents. The Township owns Ingleside Golf Club and has over 200 acres of green space and parks. The Township remains committed to preserving open space and the historical significance of the Township to provide a great community to work and live. The Township operates with an approved 2026 total overall budget of approximately \$11 million, with approximately 121 staff and one union.

This highly responsible position reports to the Township Manager and partners with other departments in a proactive, strategic manner to provide a broad range of municipal finance and human resources transactional functions and maintains the Township's fiscal stability. The Township is governed by a five (5) member Board of Commissioners (BOC) with staggered four (4) year terms. The DOF will be an outstanding communicator and innovative leader who provides reasoned and sound recommendations for the Township Manager and BOC's consideration.

The DOF is a hands on, working Director who provides the oversight of all the Township's day to day operations as well as directs the Township's municipal funds, accounting systems and controls, financial forecasting and planning, budgeting and financial reporting, systems development, debt and cash management, central accounting, pre and post as well as internal auditing, grants management, payroll, revenue collection, risk management, pension administration, investment management, technology, centralized purchasing and contracting. The DOF must embrace open government and transparency to assist in policy development and to implement all policies set by the BOC. This position also has the responsibility for making difficult financial and human resources management decisions and policy recommendations to ensure the Township's commitment to excellence, quality performance and legal compliance.

Work involves supervising, directing, and coordinating all staff and activities of the Township to ensure operations are in conformance with policy directives, rules, regulations, and the Pennsylvania First Class Township Code as well as providing excellent fiscal municipal and human resources services for all employees and public safety. The DOF attends day and evening meetings with the BOC, various boards and commissions, governmental authorities, department heads, Township staff and other meetings as required.

Caln Township is an Equal Opportunity Employer Who Values Diversity Equity & Inclusion

In pursuit of excellence, the Township values integrity, stewardship, responsiveness, respect, transparency and partnership. Therefore, the following knowledge, skills, abilities and competencies are required for this position:

- A high level of successful performance in municipal management. A progressive record of strong, open professional administrative leadership in a similar community or organization.
- Demonstrated and verifiable experience developing, managing, and balancing an annual operating and capital expenditure budget of similar complexity to the Township's is required.
- Demonstrated/verifiable experience utilizing sound and effective leadership techniques to establish goals and achieve results within financial and other resource limits, a proven record of leading with high personal integrity and ethical behavior and a record of successful labor/management issues and contract negotiations are important considerations.
- Demonstrated and verifiable experience developing, managing, and balancing an annual operating and capital expenditure budget of similar complexity to the Township's is required.
- Thorough knowledge of the principles and methods of municipal accounting, budgeting, auditing, purchasing, debt management, contracting, human resources, technology and risk management with considerable knowledge of the principles and practices of public administration as applied to a wide range of municipal functions.
- Qualified candidates must possess a bachelor's degree from a recognized college or university in finance, economics, public or business administration or a related field and training in governmental accounting, plus a minimum of five (5) years of progressively responsible financial governmental management experience preferably in a supervisory capacity. A master's degree in public administration or a related field is desirable or equivalent combination of education, experience, certification and/or training which provides the knowledge, skills, and abilities necessary to perform the essential functions of the position.
- Must possess strong verbal, analytical, communication and presentation skills.
- A valid driver's license and ability to qualify for a surety bond.

A competitive compensation and benefits package commensurate with knowledge, skills, abilities, qualifications, and experience. The final candidate's hire is contingent upon successful completion of a comprehensive background checks/verifications. For a full job description and qualifications, please visit www.calntownship.org.

Applicants should submit cover letter, resume, salary expectations in one document to Jo McBride at jmcbride@calntownship.org. This position is open until filled, with the first review of applicants no later than September 30, 2026.