

JOB POSTING

Finance Department Director

Position Overview:

Cranberry Township, Butler County, is seeking applicants for a full-time Director for the Finance Department. Cranberry Township is a growing residential and business community and as the Director of Finance, the incumbent for this position will play an integral role in providing and supporting the strategic direction, planning and management of the Township's financial operations.

The Finance Director is responsible for directing and administering the Township's municipal funds, budgeting and financial reporting, financial forecasting and long-range planning, accounting systems and internal controls, systems development, debt management, external and internal auditing, grants management, payroll, revenue collection, pension administration, cash management, centralized purchasing and contracting. This individual also provides management, leadership, and coordination over all areas of fiscal operations, forecasting, and analysis for the Township and oversees and develops department employees.

This position requires an individual who will support and motivate staff and promote the development and growth of others. The successful candidate for this position must have expertise and knowledge in fiscal operations and management that can be used to develop policies and procedures and determine and implement efficient and innovative ways to accomplish the organization's strategies. The ability to support and motivate others is a critical key to success.

Necessary knowledge, skills and abilities for this position include, but are not limited to:

- Advanced knowledge of
 - Principles and practices governing municipal and financial practices and procedures.
 - Local, state, and federal laws and practices related to financial reporting laws and practices.
 - Financial administration and management of retirement and pension plans.
- Skills
 - Strong strategic planning and project management skills
 - Growth mindset skills
 - Critical thinking for issues resolution and process improvement recommendations

External Posting Date: Open Until Filled

- Demonstrated ability to
 - Meet aggressive deadlines for multiple projects in a fast-paced environment.
 - Effectively present information and technical advice to top management and/or all relevant constituents/parties/individuals
 - Manage multiple priorities to ensure that deadlines are met and to set priorities that efficiently move projects along to achieve customer and quality objectives.
 - Lead and motivate others to achieve goals.

Position Requirements:

Required Qualifications

Bachelor's degree in finance, accounting, economics, business or public administration or related field; supplemented by ten (10) years of progressively responsible finance experience including accounts payable/receivable, payroll, billing, budgeting, and grant administration which included at least five (5) years managing governmental accounting and finance programs; and at least three (3) years directing staff; or an equivalent combination of education, certification, training, and/or experience.

The successful candidate must have a valid, insurable driver's license.

Preferred Qualifications

Master's degree in finance, accounting, economics, business or public administration or related field; supplemented by at least two (2) years of experience related to leading and managing an entire division or department, including strategic planning and employee development experience

Certified Public Account (CPA) or Certified Government Financial Manager (CGFM) preferred.

Wage and Benefits

Approximate annual salary of \$105,000-\$115,000, but will be determined based on successful candidate's qualifications, plus our fringe benefits package. Fringe benefits include, among other things, health, dental and vision benefits, and a generous deferred compensation plan. Specific questions regarding benefits can be sent to Human_Resources@cranberrytownship.org

Position Contact Information:

Individuals interested in this position should submit an application to <http://www.cranberrytownship.org/employment>. This position is open until filled.

EOE/M/F/D/V