

Assistant Finance Director

The Board of Directors of the Borough of Conshohocken Authority is seeking applicants for a full-time Assistant Finance Director position to start the month of August 2026. The primary functions of the Assistant Finance Director position are the accurate recording of all receipts and expenditures, the maintenance of all journals, general ledgers, escrow funds and all other Authority accounting records according to established Authority practice and generally accepted accounting standards. The Assistant Finance Director will assist in the preparation of the quarterly and annual financial reports and the annual audit and will review work related to bookkeeping by other clerical staff. The position will generally require a 40-hour week. However, there may be instances when additional effort is required. Attendance at regular and special Board and/or Committee meetings and the ability to work from home may be expected at times. Applications must be submitted by June 15, 2026.

Candidates should have considerable experience in bookkeeping and/or college accounting courses, and considerable knowledge of accounting principles and office practices. An accounting or finance degree is preferred but not required for the right candidate. A detailed job description, including the essential functions of the position, is available on the Authority's website at www.conshohockensa.com.

Salary commensurate with experience. Interested applicants should send a letter of interest, salary requirements, and a resume by email to sstewart@conshohockensa.com or by regular mail to:

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