



Job Title: Assistant Borough Manager	Reports to: Borough Manager
Salary Range: \$70,000-\$90,000 plus excellent benefits.	Base Schedule: 5 days per week/40 hours per week; Monday through Friday (Mondays through Thursdays at Borough Hall and Fridays remotely unless otherwise indicated).

Overview

Serves as the Finance Manager for the Borough. Leads and works on a wide variety of projects, primarily assigned by the Borough Manager. Assists the Borough Manager in effective operation of the Borough administration. Below are listed some of the expected/typical duties.

- **Serves as the primary point of contact for Borough finances**
 - Supports the Borough Manager in the preparation of the Borough’s operating and capital budgets and in tracking variances in the budgeted to actual operating and capital budgets.
 - Serves as Borough Treasurer accountable for day-to-day financial operations of the Borough, including in part: assuring the processing of accounts payable, payroll, and pension checks.
 - Serves as Tax Collector and works with Borough’s tax collecting agency.
 - Tracks cash balances in various designated accounts and tracks grant receipt and spending.
 - Interfaces with auditors and responds to their queries.
 - Develops financial reports as required.
- **Leads or contributes to special projects**
 - Works with the Borough Manager to update antiquated systems, including but not limited to financial software and protocols. Helps to streamline existing manual systems, analyze benefits of contracting for services, and otherwise improve operations.
 - Supports the Borough Manager and Borough engineer in preparing grant requests.
 - Supports the Borough Manager in managing projects funded by grants, borough funds, and/or bonds, including liaising with the public.
 - Supports the development of a potential Main Street program as assigned by the Borough Manger.
 - Other special projects might include: working with the zoning officer on variance requests; developing an economic development plan in conjunction with the Borough Manager, Council members, and others.

- **Serves as the Assistant Borough Manager**

- Along with Borough Manager and Solicitor, responds to Open Records and to Right to Know requests.
- Provides support to Council members and attends Council and Committee meetings as required.
- Responds to inquiries from residents/public as assigned.
- Recommends enhancements to and implements public communication strategies over multiple channels, including press releases, newsletters, the borough website, and social media.
- Serves as the Borough Manager in the Borough Manager's absence.
- Performs administrative functions, as required.

Knowledge, Skills and Abilities

- Outstanding interpersonal communication skills, with the ability to interact tactfully, courteously, and effectively with council members, department heads, supervisors, all other employees, and the public.
- Strong quantitative and analytical skills.
- Excellent writing skills, with the ability to prepare clear and concise notes, memoranda, press releases, and reports in a timely manner.
- Strong computer skills including the Microsoft Office Suite and the ability to use financial software, as needed.
- Ability to perform job duties under a variety of working conditions, including occasional stressful situations and competing deadlines, and to exercise sound independent judgment.
- Ability to cross-train and be cross-trained in other staff positions.
- Ability to maintain confidentiality in all aspects of the position.

General Working Conditions

- Sitting, standing, bending, kneeling, pushing, pulling, twisting, lifting, carrying, walking, driving, and certain repetitive motions required on a regular basis.
- Willingness to continue education, expand skills, and attend seminars and workshops.

Qualifications

- Three years related experience.
- Bachelor's Degree. Applicable Master's degree preferred and may be used in lieu of one year's experience.

Application Deadline: June 19th, 2026, at 5:00pm

See <https://www.swarthmorepa.org/jobs.aspx> for more information.

Submit completed applications to: hire@swarthmorepa.org