

JOB POSTING

Finance Department Director

Position Summary

Cranberry Township, Butler County, is seeking applicants for a full-time Finance Director. This position will report directly to the Assistant Township Manager, CFO.

Cranberry Township is a growing residential and business community committed to its vision for excellence and sustainable growth, prioritizing its stewardship responsibilities and a commitment to adding value for its residents and business environment. As the Finance Director, 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, ensuring long-term fiscal sustainability and sustainable growth, and enabling the Township to effectively deliver high-quality programs and services to residents, businesses, and other stakeholders through responsible budgeting, transparent reporting, sound internal controls, and full compliance with all applicable municipal, state, and federal regulations. While some availability for occasional remote work and limited remote work after one (1) year of employment may be available, it is not a fully remote role.

What You'll Do

As a member of our team, the successful candidate will:

- Establish, oversee, update, and maintain all financial and accounting systems for the Township.
- Direct and oversee the Township's investments, cash flow, revenue, and debt management.
- Establish, direct, and manage all Township audit and internal control operations.
- Oversee the preparation and administration of payroll.
- Oversee the grant management program.
- Consult with the Township leaders and managers to make recommendations/decisions regarding financial management.
- Develop and implement financial plans and budgets in alignment with the municipality's strategic priorities.
- Monitor and analyze financial performance against budgetary goals, identifying areas for improvement and recommending corrective actions as needed.
- Conduct long-term financial forecasting to support informed decision-making by the leadership team.

External Posting: Open Until Filled

- Identify financial risks and implement risk mitigation strategies to safeguard the municipality's financial assets and interests.
- Plan, prepare, and implement policies, guidelines, and instructions to be followed by Township personnel in the performance of financial activities for the Township.
- Prepare accurate and timely financial statements, report, and analyze for internal and external stakeholders, including government agencies, auditors, and the public.
- Ensure compliance with relevant accounting standards, regulations, and reporting requirements, including Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines.
- Coordinate and oversee audits, including responding to auditor inquiries and implementing audit recommendations.
- Lead, mentor, and grow a high-performing finance team by fostering a culture of accountability, collaboration, and continuous improvement.

Who You Are

We are seeking a strategic and service-oriented financial leader who is passionate about public service and committed to strengthening the Township's long-term fiscal health in support of the community. 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.

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

External Posting: Open Until Filled

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

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
- 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.

What We Offer

An opportunity to serve in a key leadership role within a collaborative and forward-thinking organization, where your expertise will directly shape the Township's financial strategy, strengthen long-term sustainability, and support the programs, services, and amenities that make Cranberry Township a premier community.

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

Application Information

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

External Posting: Open Until Filled

EOE/M/F/D/V