

JOB POSTING

Finance Department

Finance Manager

Position Overview:

Cranberry Township, Butler County, is seeking applicants for a full-time Finance Manager with the Finance Department, reporting to the Finance Director. Cranberry Township is a growing residential and business community and as the Finance Manager, the incumbent for this position will play an integral role in supporting the management of the Township's financial operations and sound fiscal management and stewardship of taxpayer dollars.

The Finance Manager is an integral part of the Finance team and is responsible for planning, coordinating, and managing various municipal financial operations, including general ledger accounting, payroll, billing and accounts payable and ensuring compliance with financial policies. This position also provides guidance and supervision to the Finance Department staff on financial processes, systems and record keeping and assists the Finance Director in identifying and managing financial risks as well as leading the Finance team and serving as the point of contact for annual financial audits.

This position is also responsible with identifying and assisting with the implementation, maintenance and support of financial systems, including the department's Finance/Payroll ERP (Enterprise Resource Planning) system(s), supporting system modules, and standalone software applications as well as the maintenance and reconciling of general ledger, monthly, quarterly and year-end journal entries.

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

- Knowledge of
 - Principles and best practices of payroll processing and administration, timekeeping rules and wage and hour laws
 - Benefits, deductions and tax withholdings as they related to payroll
 - Accounting principles and practices, financial record keeping, and general accounting office practices
 - Finance/Payroll ERP systems and databases
 - Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures

External Posting Date: 11/11/2025 – 12/11/2025

- Demonstrated ability to
 - Use Microsoft Office products (Word, Outlook, and Excel) ability to learn and become proficient in the use of other specialized software as needed, including the Township's ERP system
 - Recommend and implement goals, objectives, policies, procedures, work standards, and internal controls for providing effective and efficient services
 - Administer finance and accounting programs, operations, and activities in an independent and cooperative manner
 - Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures
 - Evaluate and develop improvements in operations, procedures, policies, or methods

Position Requirements:

Required Qualifications

Associate's degree in accounting or related field; supplemented by six (6) years of bookkeeping, payroll, accounting, auditing or financial analysis, which includes project management experience, including at least two (2) years of proven experience in a financial management role (assistant director of finance, finance manager or relevant role); or an equivalent combination of education, certification, training, and/or experience.

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

Preferred Qualifications

Bachelor's degree in accounting or related field; supplemented by at least four (4) years of directly related financial experience in a municipal organization and at least two (2) years of experience with processing or overseeing payroll for collective bargaining agreements

Wage and Benefits

Approximate annual salary of \$78,000-\$82,000, 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> by December 11, 2025.

EOE/M/F/D/V