



Doylestown Township
425 Wells Road, Doylestown, PA 18901

Assistant Finance Director

Doylestown Township is seeking a qualified and motivated individual to join our team as Assistant Finance Director. This full-time, exempt position plays a key role in supporting the Township's financial operations and long-term planning and is part of the Finance Department's succession plan.

The Assistant Finance Director assists in departmental oversight and works closely with the Finance Director to develop and present the Township's annual operating and special account budgets. Key responsibilities include financial analysis, forecasting, cash flow management, and identifying long-term financial trends. The ideal candidate will have strong communication which is essential for successful budget planning and monitoring.

Qualifications:

- Bachelor's degree or higher in finance, accounting, or a related field.
- Three to five years' experience in accounting and budgeting. Government Accounting is preferred but not required.
- Comprehensive knowledge of the principles and practices of local government finances; the principles and practices of fund accounting and auditing.
- Considerable knowledge of budget development.
- Creating and maintaining financial models supporting long-term budgetary analysis involving multiple funding sources.
- Analyzing long-term trends and early identification of potential future budgetary issues. Redesigning and enhancing reporting tools now used to monitor large and/or cross-departmental capital projects.
- Working across departmental lines to improve project planning and the coordination of infrastructure investments to align with the Township's longer-term plans.
- Developing appropriate financing solutions to meet the Township's capital & budgetary needs.
- Oversee the Finance Department in the absence of the Finance Director.

Salary ranges from \$75,000 to \$85,000, depending on qualifications. The position includes a comprehensive benefits package. Candidates must have a valid Pennsylvania driver's license and, upon receiving a conditional offer of employment, must pass a background check and drug screening and be a non-smoker.

Interested candidates should submit a completed employment application along with a letter of interest and a resume to Doylestown Township, 425 Wells Road, Doylestown, PA 18901, or via email to Margaret Trageser at mmtrag@doylestownpa.org.

Applications will be accepted until the position is filled. Doylestown Township is an Equal Opportunity Employer.

To view the full job description, please visit www.doylestownpa.org



Doylestown Township
425 Wells Road
Doylestown, PA 18901
215-348-9915
www.doylestownpa.org

TITLE:	Assistant Finance Director
DEPARTMENT:	Finance
THIS POSITION REPORTS TO AND IS SUPERVISED BY:	Finance Director
AUTHORITY TO:	Administer, Evaluate
AUTHORITY METHOD:	Verbal, Written
FREQUENCY:	Occasionally too continuously
JOB CLASSIFICATION:	EXEMPT
HOURS:	8:30 am to 4:30 pm
WORK SCHEDULE:	40 Hours per week
DATE COMPLETED:	06/16/2025
DATE APPROVED:	06/16/2025
APPROVED BY:	Township Manager
EFFECTIVE DATE:	06/19/2025

PURPOSE OF THE POSITION:

- The Assistant Finance Director is responsible for assisting in oversight of the Finance Department. The Assistant Finance Director will be working with the Finance Director to develop and present annual Operating and Special Account budgets including analysis, forecasting and cash flow while identifying long-term financial trends of the municipality. Effective communication with Township departments in both the development of annual budgets and ongoing monitoring of expenditures and revenue is essential. The position is part of a succession plan for the Finance department.

MINIMUM REQUIREMENTS TO HOLD THIS POSITION:

1. Required Education/Experience/Training:
 - Bachelor's degree in finance, accounting, or a related field.
 - Three to five years of increasingly responsible related experience to include accounting and budgeting experience.
 - Government Accounting is preferred but not required.
2. Required Knowledge:
 - Comprehensive knowledge of the principles and practices of local government finances; the principles and practices of fund accounting and auditing
 - Considerable knowledge of budget development
 - Creating and maintaining financial models supporting long-term budgetary analysis involving multiple funding sources.
 - Analyzing long-term trends and early identification of potential future budgetary issues. Redesigning and enhancing reporting tools now used to monitor large and/or cross-departmental capital projects.
 - Working across departmental lines to improve project planning and the coordination of infrastructure investments to align with the Township's longer-term plans.
 - Developing appropriate financing solutions to meet the Township's capital & budgetary needs.
 - Oversee the Finance Department in the absence of the Finance Director

3. Required Licenses/Certifications/Registrations:
 - Valid Pennsylvania Driver's License
4. Compensation and Benefits
 - Salary Range \$75,000-\$85,000/year
 - Healthcare that includes medical, dental, and vision benefits
 - Retirement Plan (401A and 457B)
5. Required Ability to Use or Operate the following:
 - Township Financial Software
 - Microsoft suite products, excel, word, power point, access

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:

1. Essential Abilities To:
 - Accurately complete administrative forms and reports in a timely fashion
 - Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations,
 - Apply common sense understanding to carry out instructions
 - Attend meetings requested by supervisor
 - Carry out job functions with or without supervision
 - Carry out job functions without posing a direct threat to the health or safety to self or others
 - Exercise sound judgment in evaluating situations and in making decisions
 - Maintain acceptable attendance standards
 - Maintain confidentiality of information
 - Maintain socially appropriate behavior
 - Request assistance when appropriate
 - Understand and comply with drug use/abuse policies and procedures, personnel policies and procedures, and safety policies and procedures
 - When working collaboratively, being able to be courteous and tactful with others
 - Ability to work under pressure
 - Establish and maintain effective working relationships with the public, peers, subordinates, and supervisors
 - Make presentations as required
 - Serve as a member of a Township committee and member of GFOA/GFOAPA as requested by supervisor

Essential Responsibilities to:

- Prepare monthly budget analysis listing expenditures and unexpended balances for each fund
- Assists Manager/Finance Director as directed, in preparing supporting data and related material for annual budget
- Analyzing long-term revenue and expenditure trends and early identification of potential future budgetary issues, along with helping to prepare long-term strategic Financial Plan
- Redesigning and enhancing reporting tools now used to monitor large and/or cross departmental capital projects
- Working across departmental lines to improve project planning and the coordination of infrastructure investments to align with the Township's longer term growth plans
- Developing appropriate financing solutions to meet the Township's capital & budgetary needs while managing the Township's total debt obligations
- Solve problems creatively and assess potential outcomes of alternative decisions
- Provides technical and administrative assistance with cost analysis, fiscal allocation and budget preparation
- Consults with applicable departments to ensure budget adjustments are made in accordance with program changes
- Compiles and analyzes accounting records and other data to determine availability of financial resources for support of requested budgets, grants, and program proposals
- Assembles a variety of complex and sensitive information and statistical data for the preparation and presentation of reports on budget allocation and analysis
- Performs special projects and research as assigned and oversees a variety of special projects

Ability to:

- Communicate well both orally and written, to be able to adapt technical information in a way that can be understood by a broader audience
- Examine and analyze accounting/fiscal reports
- Compile analytical reports
- Apply accounting principles to financial operations
- Estimate revenue and expenditure trends
- Interpret and apply governmental regulations
- Interact well with Township departments, organizations and agencies relating to the budgeting process

PHYSICAL DEMANDS OF JOB

JOB TITLE: ASSISTANT FINANCE DIRECTOR

NOTE: In terms of an 8-hour workday: Never equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

In an 8-hour workday, this job requires the physical ability to: TOTAL AT ONE TIME

- A) Sit 3 hrs.
- B) Stand 1 hr.
- C) Walk 1 hr.

TOTAL DURING AN ENTIRE 8 HOUR WORKDAY

- A) Sit 5 hrs.
- B) Stand 2 hrs.
- C) Walk 1 hr.

Job requires the physical ability to LIFT:

		NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A)	Up to 10 Pounds		X		
B)	11-20 Pounds		X		
C)	21-30 Pounds	X			
D)	31-40 Pounds	X			
E)	41-50 Pounds	X			
F)	51-100 Pounds	X			

Job requires the physical ability to CARRY:

		NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A)	Up to 10 Pounds		X		
B)	11-20 Pounds		X		
C)	21-30 Pounds	X			
D)	31-40 Pounds	X			
E)	41-50 Pounds	X			
F)	51-100 Pounds	X			

Job requires the physical ability to use hands for repetitive actions such as:

		SIMPLE GRASPING	PUSHING & PULLING ARMS CONTROLS	FINE MANIPULATION
A)	Right	Yes	No	Yes
B)	Left	Yes	No	Yes

Job requires the physical ability to use feet for repetitive movements as in pushing and pulling of leg controls:

		RIGHT	LEFT	BOTH
		Yes	Yes	Yes

Job requires the physical ability to function in activities involving:

		NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A)	Bending		X		
B)	Squatting		X		
C)	Crawling	X			
D)	Climbing	X			
E)	Reaching		X		
F)	Driving a Vehicle			X	
G)	Unprotected heights	X			
H)	Being around moving machinery	X			
I)	Exposure to marked changes in temperature/humidity	X			
J)	Exposure to dust, fumes & gases	X			

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties may be required. Reasonable accommodations will be made as required by local, state, or federal law that do not cause an undue hardship.

By signing below, I acknowledge I have read and understand the Job Description.
I am able to meet or exceed all aspects of the Job Description.

Job Description Title: Assistant Finance Director

Today's Date: _____

Printed Name: _____

Signature: _____