



# Township of Lower Makefield

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## EMPLOYMENT OPPORTUNITY Director of Finance

Lower Makefield Township, Bucks County, Pennsylvania is seeking applicants for the position of Director of Finance. This position is a senior level, non-union management position reporting directly to the Township Manager. The incumbent is responsible for overseeing and managing all aspects of the Township's day-to-day and long-term financial operations including, but not limited to, the management of township finance department staff (4 FTEs), preparation of the annual budget, debt issuance and related continuing disclosures, establishing and/or maintaining systems and internal controls, financial reporting, forecasting, ensuring related regulatory compliance, and transactional human resources.

The Township has 85 full-time employees and approximately 150 part-time/seasonal employees. Operations are organized across the following departments: Administration, Finance, Community Development, Police, Fire, Public Works, and Parks and Recreation. Additionally, the Township operates a seasonal Pool and Golf Course. The Golf Course is managed by a third-party management company. The Township's annual General Fund budget is approximately \$16 million (\$35 million all funds). The Township currently uses Munis as its accounting system.

A bachelor's degree with major coursework in accounting/finance is required. A master's degree, CPA, and/or additional certifications with at least 5 years' experience in financial management (supervisory capacity) are preferred.

The expected annual salary hiring range is \$120,000 to \$140,000 with a competitive and comprehensive benefit package.

Interested candidates should submit a cover letter expressing interest and highlighting qualifications, his or her résumé, and the names and contact information for 3 professional references by 4:00pm on Friday, January 19, 2024, via email to David W. Kratzer, Jr., Township Manager, at [dkratzer@lmt.org](mailto:dkratzer@lmt.org).