

Business/Finance Administrator

Cumru Township is seeking an experienced, collaborative financial leader to serve as the Business/Finance Administrator. This is a senior level position that will be part of a collaborative, collegial municipal management team. The Business/Finance Administrator reports to and works with the Township Manager.

The Township of Cumru

Cumru Township was established in 1737 and it operates under the Council-Manager form of governance. Cumru is a Welsh name that has its roots in the early settlement of Welsh immigrants. The community is 21 square miles, has a population of 16,000+, and is located adjacent to the City of Reading in central east Pennsylvania. It has forested, rural, suburban, and urban areas. It is a full service municipality with Administration, Finance, Planning, Public Works, Police, Paid Fire, Sewer, Refuse, and Code Enforcement.

Benefits of Being Part of the Cumru Team

The Township government is forward thinking, transparent, responsible.

The Business/Finance Administrator serves with a small team of committed and talented public administrators.

Position compensation and benefits are competitive.

Professional development opportunities.

Key Responsibilities

The Business/Finance Administrator has the primary responsibility of overseeing, managing, and improving the Township's financial system. Responsibilities of the position include the following:

- Assists the Township Manager in preparation of the annual budget and five year capital program;
- Prepares financial reports and required state and federal reports;
- Reconciles bank statements;
- Oversees Township reserves and investments;
- Manages cash flow;
- Assists with audits;
- Works with the Business/Personnel Administrator to manage accounts paid/payable and sewer and refuse billing;
- Manages the finances associated with grants;
- Performs other business and financial duties as assigned.

Qualifications

Bachelor's degree or equivalent in accounting, business admin., or related field.

Master's degree preferred.

Three or more years of experience in municipal finance and financial practices.

Ability to be bonded.

Knowledge of computer based accounting systems.

Knowledge of payroll and benefits administration.

Knowledge of GAAP and GASB guidelines desirable.

Salary Range (DOQ)

\$95,000 to \$115,000.

How to Apply

Send a cover letter and resume to:

Township Manager

Cumru Township

1775 Walsh Road

Reading, Pennsylvania 19540

For questions, call Kristin Yoder, Human Resources at - (610) 777 1343

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