



Position: Director of Finance
Lower Saucon Township

Job Description:

Lower Saucon Township, Northampton County, is seeking a qualified and experienced professional to serve as Finance Director. This exempt, salaried position operates under the general direction of the Township Manager and is responsible for overseeing all financial, accounting, and bookkeeping functions: budget, internal audits, grants, financial reports, and other duties.

Manage and oversee the Township's financial operations, including budgeting, internal audits, grants, and financial reporting.

Responsible to disclose fairly and fully the Township's financial position and results of financial operations of funds of the Lower Saucon Township government in conformity with Generally Accepted Accounting Principles (GAAP).

Direct and administer all finance, accounting, bookkeeping, and internal audit functions of Lower Saucon Township government and collaborate with external auditors, local, state and federal government bodies, consultants, and regulatory bodies with regard to financial matters.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field, OR a Master's degree in Business or Public Administration.
 - A CPA designation may be substituted for the required education.
 - Five (5) years of experience as a government department manager or equivalent.
 - Excellent leadership, organizational, and communication skills.
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Salary will be commensurate with experience.

Lower Saucon Township is an Equal Opportunity Employer (EOE). All qualified applicants will be considered without regard to race, color, religion, ancestry, national origin, age, sex, or non-job-related disability.

March 2025

Duties and Responsibilities

- **Finance:** Oversight of the administration of Township pension funds; debit services, financial, legal and contractual obligations; investment of public funds. On-going review of budget cycle (last year, current year, next year). Provides analysis, information and advice to Manager and others regarding budget. Develop and maintain 5-year Capital Plan.
- **Bookkeeping:** Supervision of processing receivables, payables and bank reconciliation and approve purchase orders. Assist in the development of bid specifications for procurement. Process general ledger vouchers, including bank transfers, payroll, and ACH payments. Operation, oversight, administration of payroll, insurance policies, claims and record-keeping, petty cash fund. Oversee Affordable Care Act (ACA) payroll requirements. Reconciles tax collectors reports and monthly bank accounts. File all annual state-required documents (AG385, MS965).
- **Accounting:** Maintain a modified cash basis system of accounting, showing assets, liabilities, resources and costs of operations to facilitate an accurate understanding of the Township's financial status and the preparation of budgets, reports and tax documents. Manages the general ledger. Reviews and monitors on-going actual expenses vs. budget with Department Heads. Develop and maintain systems of accounting as needed to improve and enhance recording requirements. Maintains Fixed Assets Database.
- **Escrows:** Oversee developer escrows, including sewage enforcement.
- **Budget:** Responsible for preparing the annual budget recommendations for the Manager's consideration. Works with the Manager to prepare overall budget proposals, receives funding requests from Department Heads and others, estimates revenues, expenditures and capital needs. Prepare the Semi-Annual Report and Comprehensive Annual Financial Report (CAFR) and present to Council, including full presentation.
- **Fiscal:** Present timely financials statements to the Manager regarding current financial status, recommendations for budget adjustments, income and expense estimates. Prepares a monthly fiscal report. Monitors and evaluates consulting billings. Researches and annually evaluates potential cost savings for Township contracted services. Recommends the purchase of equipment and materials. Researches and advises on current of future financial matters impacting on the Township. Maintains project management data base.
- **Coordination:** Work with the Manager and department staff to inform, develop and modify policy guidelines, discuss initiatives, review departmental operations, review and assess problems. Provides written summary reports on operations. Works with the Manager to cooperatively define operating policies in his/her areas of responsibility. Coordinates computer activities with the Township's systems management coordinator. Works with the Administrative Team on the administration of employee insurance benefits, short-term disability/worker's compensation benefits; works with pension funds manager and actuary on administration of township pension programs. In addition, works with Third-Party Administrators on all Township Insurance Policies.
- **Grants:** Develop and apply for grants coordinating with the Capital Plan, and Manager directives. Acting Chief Financial Officer signatory.
- **Assistant Right-to-Know Officer:** Review incoming requests and determine proper response adhering to Right-to-Know regulations.
- **Audits:** Main point of contact for municipal annual audit, Pension Audit, State Liquid Fuel audit, and awarded grant applications.
- **Other:** Perform other duties as required by Section 5-12(N) of the Code of the Township of Lower Saucon. Member of subcommittees when warranted.

Interested candidates are encouraged to submit a resume, cover letter, and three professional references via email to c.schneider@lowersaucontownship.org or by mail to Lower Saucon Township, 3700 Old Philadelphia Pike, Bethlehem, PA 18015.

Join us in Lower Saucon Township and be part of our dedicated team driving positive change and growth within our community.