



## Tredyffrin Township

# JOIN OUR TEAM

## CHIEF FINANCIAL OFFICER



*Do you want to make a positive difference? Do you want to be a strategic partner with our dynamic collaborative team? Do you want to effectuate progressive change with Best Financial Practices for our Township & community?*

Tredyffrin Township, located in Chester County, PA, has a seat at the table for a highly motivated and experienced Chief Financial Officer (CFO) to lead a progressive Home Rule Second Class Township with a population of approximately 31,822 in 20 square miles.

The Township's government provides a wide range of services to reflect a unique mix of history and progress and is widely recognized for its efforts to provide a high quality of life and participatory government for its residents. The Township remains committed to preserving open space and the historical significance of the Township to provide a great community to work and live. The Township operates with an approved 2025 total overall budget of approximately \$61 million with approximately 103 full-time equivalent staff and two (2) unions.

This highly responsible position reports to the Township Manager and partners with other departments in a proactive, strategic manner to provide a broad range of municipal finance, maintaining the Township's fiscal stability and receiving the AAA bond rating by Moody's Investors Service. The Township is governed by a seven (7) member Board of Supervisors (BOS) who serve four-year overlapping terms. The CFO will be an outstanding communicator and innovative leader who provides reasonable and sound recommendations for the Township Manager and BOS's consideration.

Continue reading to learn more about this great opportunity with Tredyffrin Township!



# **TREDYFFRIN TOWNSHIP**

## **CHIEF FINANCIAL OFFICER**

The CFO is a hands on, working Director who directs the Township's municipal funds, accounting systems and controls, financial forecasting and planning, budgeting and financial reporting, systems development, debt and cash management, central accounting, pre and post as well as internal auditing, grants management, payroll, revenue collection, risk management, pension administration, investment management, technology, centralized purchasing and contracting.

The CFO must embrace open government and transparency for assisting in policy development and to implement all policies set by the BOS. This position also has the responsibility for making difficult financial management decisions and policy recommendations to ensure the Township's commitment to excellence, quality performance and legal compliance.

Work involves supervising, directing, and coordinating all staff and activities of the Finance Department, working with the Township Manager on policy directives, rules, regulations, and the Pennsylvania Second Class Township Code, as well as providing excellent municipal services.

The CFO attends day and evening meetings with the BOS, various boards and commissions, governmental authorities, department heads, Finance staff and other meetings as required.

In pursuit of excellence and carrying on the legacy of the outgoing CFO, the Township values integrity, stewardship, responsiveness, respect, transparency and partnership. Therefore, the following knowledge, skills, abilities and competencies are required for this position:



# TREDYFFRIN TOWNSHIP

## CHIEF FINANCIAL OFFICER

### Requirements:

- A high level of successful performance in municipal management. A progressive record of strong, open professional administrative leadership in a similar community or organization.
- Demonstrated and verifiable experience developing, managing, and balancing an annual operating and capital expenditure budget of similar complexity to the Township's is required.
- Demonstrated/verifiable experience utilizing sound and effective leadership techniques to establish goals and achieve results within financial and other resource limits, a proven record of leading with high personal integrity and ethical behavior and a record of successful labor/management issues and contract negotiations are important considerations.
- Demonstrated and verifiable experience developing, managing, and balancing an annual operating and capital expenditure budget of similar complexity to the Township's is required.
- Thorough knowledge of the principles and methods of municipal accounting, budgeting, auditing, purchasing, debt management, contracting, human resources, technology and risk management with considerable knowledge of the principles and practices of public administration as applied to a wide range of municipal functions.
- Qualified candidates must possess a bachelor's degree from a recognized college or university in finance, economics, public or business administration or a related field and training in governmental accounting, plus a minimum of five (5) years of progressively responsible financial governmental management experience, preferably in a supervisory capacity. A master's degree in public administration or a related field is desirable or equivalent combination of education, experience, certification and/or training which provides the knowledge, skills, and abilities necessary to perform the essential functions of the position.
- Must possess strong verbal, analytical, communication and presentation skills.
- A valid driver's license and ability to qualify for a surety bond.
- CPA preferred.





# TREDYFFRIN TOWNSHIP

## CHIEF FINANCIAL OFFICER

### How to apply

Applicants should submit cover letter, resume, salary expectations and completed employment application in one document with CFO submission in subject line to:

Human Resources Department:  
[tred\\_hire@tredyffrin.org](mailto:tred_hire@tredyffrin.org).

This position is open until filled, with the first review of applicants no later than October 10, 2025.

*Tredyffrin Township is an Equal Opportunity Employer Who Values Diversity Equity & Inclusion*

### Compensation & Benefits

The Township offers a competitive compensation and benefits package commensurate with knowledge, skills, abilities, qualifications, and experience.

The final candidate's hire is contingent upon successful completion of comprehensive background checks/verifications and a drug screen.

For a full job description and qualifications please visit  
[www.tredyffrin.org](http://www.tredyffrin.org).