FINANCE DIRECTOR – BOROUGH OF SWISSVALE

The Borough of Swissvale, a diverse urban community bordering the City of Pittsburgh, with a resident population of 8,900 over 1.3 square miles, is seeking an experienced Finance Director with strong fiscal management capabilities to continue Swissvale Borough’s strong fiscal position and growth. Annual combined budget is in excess of $12 million with 65 full and part-time employees.

The Finance Director will be responsible for all aspects of the finance department including, but not limited to, accounts payable, accounts receivable, payroll, payroll taxes, employee deductions, maintenance of daily cash balances, deposits, bank reconciliations, journal entries, maintenance of records for annual Borough audit, preparation for annual Borough audit, preparation of monthly reports and reports requested by Council and Borough Manager, records retention, budget preparation and oversight, tracking of debt service, year-end reporting and grant administration. The Finance Director also serves as the Borough Treasurer.

Successful candidates will be able to demonstrate strong experience working with municipal governments and a sound understanding of municipal finances. The selected candidate must have a strong background working with Quickbooks and Microsoft Office Suite. The selected candidate must also have the ability to work with other staff members, elected officials, elected property tax collector, appointed Earned Income Tax Collector, appointed delinquent tax collector, banks, insurance companies and other outside agencies and individuals as necessary.

The ideal candidate must also be able to work independently and as part of the management team of the Borough of Swissvale. Must exercise good critical thinking skills, supervisory skills, budget development skills, management skills, strong computer skills, as well as the ability to deal effectively with employees and the public.

A Bachelor’s Degree in accounting, business administration or a related field along with a minimum of five years (5) years of progressively responsible work experience is preferred. Applicable work in a governmental setting is a plus.

Salary will be $55,000.00 and up commensurate with experience and education. Excellent fringe benefit package also offered.

A cover letter, resume and at least three (3) professional references shall be submitted to the Borough Manager, Borough of Swissvale, 7560 Roslyn Street, Pittsburgh, PA 15218 or via email to gbachy@swissvaleborough.com.

The Borough of Swissvale is an Equal Opportunity Employer that does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status in any of its activities or operations.