



**The County of Chester  
is an Equal Opportunity Employer  
and Complies with the  
American with Disabilities Act (ADA)**

**CHESTER COUNTY LIBRARY  
& DISTRICT CENTER  
AND HENRIETTA HANKIN BRANCH**



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**Requisition# 2142**  
**Title Finance & Administrative Services Manager**  
**Department Chester County Library**  
**Location 450 Exton Square Parkway, Exton, PA**

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The Chester County Library seeks a Finance & Administrative Services Manager. This position is a senior-level administrative position within the Chester County Library System (CCLS). This position is responsible for managing all accounting, financial and business operations of the Chester County Library and District Center in accordance with the standards and procedures of the County of Chester and Generally Accepted Accounting Principles. Additionally, this position manages the financial services supplied to the 15 members of the CCLS, coordinates the annual audits and serves as a representative of the CCLS at numerous internal and external meetings.

The successful candidate for this position will hold at a minimum a bachelor's degree in Accounting (or a related field), with at least five years progressive relevant experience and significant supervisory experience. This position requires: a strong working knowledge of budgets, spreadsheets, and interpreting audits, general understanding of fiscal planning, working knowledge of GAAP, strong customer service and interpersonal skills, excellent oral and written communication skills, and the ability to maintain composure in all public arenas.

Working knowledge of Microsoft Office (or similar) and Fund Accounting software is required. Must possess a valid driver's license.

The ideal candidate will have strong knowledge of current best practices in Government and Non-Profit accounting principles and be an expert in Abila MIP and Microix.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

**Position Type:** Full-Time / Exempt

**Salary Information:** Salary range available beginning at \$54,288.78 annually based on education and experience.

**Shift:** Hours will vary by week, including occasional nights & weekends

**Weekly Hours:** 35

**Deadline:** Applications will be accepted until position is filled.

**Other Information:** Original posting date: March 30, 2017

**To apply, contact County of Chester Human Resources:**  
Apply online at [www.chesco.org](http://www.chesco.org); Job Inquiries: 610-344-6698