



County of Chester
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Requisition# 00320
Title Manager, Finance & Administrative Services
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

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).

A completed application, resume and cover letter are required.

Position Type

Full-Time / Exempt

Salary Information

Salary range available beginning at \$57,837 annually based on education and experience.

Shift

Hours will vary by week. Includes occasional nights and weekends.

Weekly Hours

35

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: 12/27/19

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698