



**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**



Requisition# 00719
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 with at least five years progressive relevant experience and significant supervisory experience (5 Direct reports). This position requires: a hands-on knowledge of bookkeeping and accounting, including general ledger and payroll experience, 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 and Fund Accounting software is required. 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. Must possess a valid driver's license.

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).

The Chester County Library and District Center is located in Exton, PA and has a branch, the Henrietta Hankin Library located in Chester Springs, PA. They are approximately 40 miles from Philadelphia. The library serves approximately 524,000 residents over a 76 square mile area. Chester County is rich in history, home to several colleges and universities and beautiful open spaces.

The Library along with the other 15 Members of the Chester County Library System, provide award winning services to the community.

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. A defined benefits pension plan, access to a 457 deferred compensation plan and excellent medical benefits are included.

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

Weekly Hours: 35

Deadline: Applications will be accepted until position is filled.

Original posting date: 4/29/2021

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