

## **DIRECTOR OF FINANCE & ADMINISTRATION**

Middletown Borough, Pennsylvania, is searching for an experienced professional who will work with the Borough Manager to oversee day-to-day administration and operations of the Borough government. This position has a strong emphasis on financial operations, budgeting, and the duties of Treasurer as outlined by the Borough code. This person will supervise administrative staff members who perform bookkeeping, utility payment, and records management tasks. This person will take the lead role in responsibility for development of the annual budget, facilitating capital projects, and communicating various financial issues to elected officials and the public.

Middletown (approximate population of 8,900) is the oldest incorporated community in Dauphin County. It's conveniently located less than ten miles from Harrisburg and Hershey. While the town is known for its age, the growth of Penn State Harrisburg has become one of, if not the most important avenues for potential growth in the Borough.

Minimum requirements for the position are a bachelor's degree (or equivalent experience), 3-5 years of experience in government with strong financial, administrative and people skills. The ideal candidate will also have demonstrated strong communication and problem solving skills in previous work to advance best practices in financial management and budgeting.

Salary is commensurate with experience.

Applications should be sent electronically to [Jobs@middletownborough.com](mailto:Jobs@middletownborough.com). Please provide a cover letter, resume, salary requirement, and a list of 3-5 professional references. Applicant information will be kept confidential. Applications are due by November 22, 2019.