

McKean County Director of Finance

McKean County is seeking qualified and highly motivated applicants for a full-time position of Director of Finance located in Smethport, Pennsylvania.

Primary responsibilities of this position include: development of the County budget, provide financial reporting and counsel on investments, ensure proper cash flow and appropriate expenditures, making adjustments to the budget as necessary, confirm maximum reimbursements have been received, ensure invoices and refunds properly coded, as well as many other related duties.

Minimal Requirements:

- A Bachelor's Degree from an accredited college or university in business management or accounting.
- At least 5 years of experience in budgeting and general accounting

Special Requirements:

- Ability to learn County software programs, operations, structure and law as applicable to the position.
- Understanding and the ability to implement public administration, office management practice and procedures.
- Ability to gather, analyze, and interpret fiscal data; be able to project, estimate and forecast fiscal trends.

Qualified candidates should apply by completing a McKean County job application and submitting a resume, references and cover letter to the Kathy Roche, Director of Human Resources, McKean County Courthouse, 500 West Main Street, Smethport, PA 16749, klroche@mckeancountypa.org by April 2, 2018. Applications and additional details are available in the Human Resources Department at the Courthouse or at www.mckeancountypa.org. McKean County is an equal opportunity employer, M/F/D/V.