



CITY OF DUBOIS PENNSYLVANIA

seeks a **Director of Finance & Administration**

The City of DuBois invites accomplished, visionary, and strategic leaders to apply for the position of Director of Finance & Administration – a pivotal executive role that sits at the heart of municipal governance and organizational transformation. Reporting directly to the City Manager, and serving as Acting Manager in their absence, the Director will play a central role in shaping the City’s financial future, strengthening its administrative foundation, and advancing its mission of responsive, transparent, and forward-looking public service.

This is more than a leadership position – it is an opportunity to be a strategic partner and trusted advisor, ensuring the City’s fiscal sustainability, operational excellence, and organizational resilience. The successful candidate will join a collaborative leadership team committed to innovation, integrity, and impactful governance.

Position Overview:



Salary:
\$90,000-\$110,000



**Organizational
Leadership**



Financial Stewardship



**Community
Impact**

CITY OF DUBOIS

Director of Finance & Administration Position

Key Responsibilities



Financial Strategy & Stewardship

- Direct all aspects of municipal financial management, including budgeting, forecasting, investments, debt service, capital planning, and pension fund oversight.
- Develop and implement fiscal policies and multi-year financial strategies aligned with City Council priorities and long-term community goals.
- Ensure compliance with GAAP, GASB, state and federal regulations, and public sector financial best practices.
- Oversee preparation of required financial reporting, including the Annual Comprehensive Financial Report (ACFR), audits, and disclosures.

Administrative Leadership & Organizational Excellence

- Provide executive oversight of Human Resources, Information Technology, Procurement, Records Management, and Customer Service operations.
- Strengthen internal controls, risk management, contract administration, and policy frameworks to ensure accountability and efficiency.
- Champion modernization initiatives that streamline processes, leverage technology, and enhance service delivery.



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Director of Finance & Administration Position

Key Responsibilities



Governance, Policy and Continuity of Leadership

- Serve as principal advisor to the City Manager and City Council on fiscal, administrative, and operational matters.
- Assume full authority of the City Manager's office in their absence, ensuring seamless continuity of leadership and policy execution.
- Represent the City in intergovernmental, regional, and stakeholder engagements involving finance, governance, and capital planning.

Project, Grant, and Capital Oversight

- Oversee fiscal components of grant-funded programs and capital improvement initiatives, ensuring compliance and timely delivery.
- Manage federal reporting requirements, including SEFA (Schedule of Expenditures of Federal Awards), and coordinate with auditors and funding agencies.



CITY OF DUBOIS

Director of Finance & Administration Position

Community Profile



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Amid the scenic hills of northwestern Pennsylvania, DuBois is a city where historic character and contemporary vision meet. It is a place that embodies the warmth and authenticity of small-town life while pursuing bold ambitions for the future. Streets lined with historic architecture, vibrant local businesses, and family-friendly parks speak to a strong sense of place and community. Yet DuBois is also a city in motion – investing strategically in infrastructure, technology, public safety, and economic development to strengthen its role as a regional hub for opportunity and innovation.

This is also a defining moment in DuBois' story. The City is undergoing a historic municipal consolidation effort - aligning resources, streamlining operations, and building a stronger, more unified government. Joining the organization now means stepping into a period of transformation where ideas matter, leadership is visible, and every decision helps shape a new model for local governance in Pennsylvania.

Working for the City of DuBois means your leadership matters. Here, decisions made in the finance office ripple out to shape neighborhoods, enhance public spaces, support local businesses, and improve daily life for residents. It is a city where collaboration is a core value, where forward-thinking ideas are embraced, and where municipal leadership is both visible and valued.

For public service professionals, DuBois offers the best of both worlds: a close-knit, welcoming community and a dynamic, future-focused municipal organization eager to grow, evolve, and lead. Joining the City of DuBois means contributing to a legacy of service – and helping write the next chapter of a city that honors its past while embracing a future filled with possibility.

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Director of Finance & Administration Position

Ideal Candidate



The Director of Finance & Administration will be more than a technical expert – they will be a strategic leader and visionary partner. The ideal candidate will bring a rare combination of financial acumen, operational leadership, and strategic insight, including:

- The intuitive judgment to evaluate complex decisions, identify patterns, and anticipate challenges before they arise – a critical strength currently underrepresented within the organization.
- The creativity to design innovative fiscal strategies (Invention) or the strategic curiosity to ask fundamental “what if” questions that shape long-term planning.
- A proven ability to deliver results, meet deadlines, and ensure compliance across complex financial and administrative operations.
- Strong interpersonal skills to build trust, develop teams, and cultivate a culture of responsiveness and accountability.



Strategic Thinker | Disciplined Steward | Trusted Advisor

Director of Finance & Administration Position

Qualifications



Education & Certifications

- Bachelor's degree in Accounting, Finance, Public Administration, Business Administration or related field required. Master's degree preferred.
- Current Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), or equivalent professional certification preferred.

Experience

- Minimum of 8 years of progressively responsible experience in government finance or accounting.
- At least 3 years in senior/management level role, including oversight of multiple functional areas (finance + administration).
- At least 3 years supervising staff.

Technical Skills

- Proficiency in Microsoft Office Suite and financial systems (e.g., Edmunds, Infor, Tyler/Munis or similar).
- Strong working knowledge of GAAP, GASB, federal grant accounting, and state funding/regulation.
- Ability to understand, interpret, and implement City Code requirements.

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Director of Finance & Administration Position

Qualifications



Other Knowledge, Skills & Abilities

- Excellent analytic, strategic planning, and problem solving skills.
- Strong organizational skills; ability to manage multiple priorities in a dynamic environment.
- Excellent communication skills, oral and written; ability to prepare and present complex financial information for different audiences.
- High level of integrity, discretion, and confidentiality.
- Leadership skills: ability to build and manage teams, delegate appropriately, motivate, and develop staff.
- Good judgment and decision-making capability, especially under pressure or in emergencies.



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Director of Finance & Administration Position

Salary & Benefits



Salary:

The City of DuBois offers a competitive salary commensurate with experience and qualifications. The salary range for this position is \$90,000-\$110,000 annually, depending on candidate's background and fit with the role.

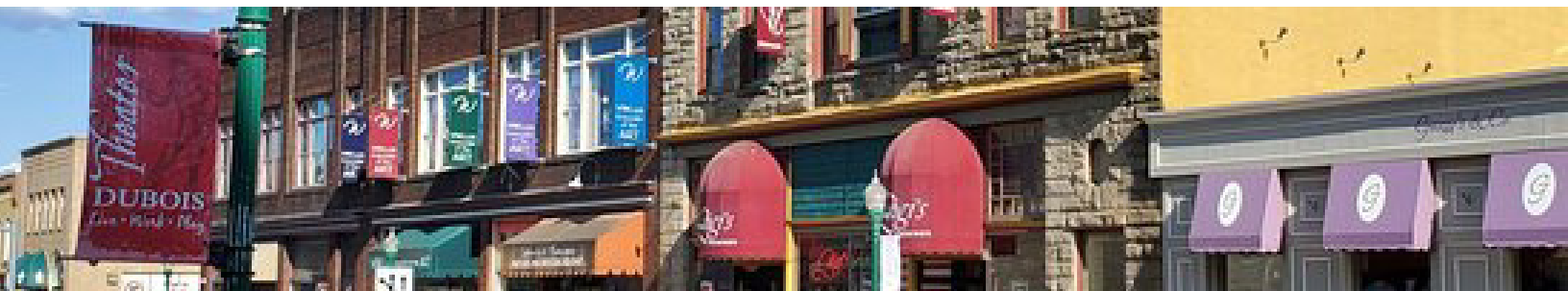
Benefits Package:

As a full-time employee you will enjoy a robust municipal benefits package including:

- Retirement/Pension Plan
- Health Insurance – The City provides medical, dental and vision coverage (employee + dependent options)
- Paid Time Off – Generous leave including vacation, personal, sick days, and paid holidays.

Other Benefits:

- Life insurance and long-term disability coverage
- Optional voluntary benefits
- Participation in wellness programs and employee assistance resources
- Professional Development – Support for continuing education, training, conferences relevant to the role and city initiatives.
- Work-Life Balance – Encouragement of work/life balance and a supportive team culture.



CITY OF DUBOIS

Director of Finance & Administration Position

Application Process



The City of DuBois is a community on the rise—where tradition meets innovation and dedicated public servants make a real difference every day. As a full-service city with a strong sense of pride and purpose, DuBois offers professionals the opportunity to shape meaningful projects, strengthen neighborhoods, and help guide the city’s continued growth. Joining DuBois means joining a collaborative team that values integrity, initiative, and public service—and working in a place where your ideas and leadership can leave a lasting impact on both the organization and the community it serves.

Qualified applicants are invited to submit a cover letter and resume to:

Chelsea Puff

Email: search@kafferlinstrategies.com

Subject Line: *Director of Finance & Administration - City of DuBois*

Application Deadline: **Friday, January 30, 2026 at 4:00PM (ET)**

Equal Opportunity Statement

The City of DuBois is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected status. Accommodations are available upon request.