



# CITY OF DUBOIS PENNSYLVANIA

seeks a

## Fiscal Administrator

The City of DuBois is seeking a highly organized and detailed-oriented Fiscal Administrator to play a central role in managing the City's financial operations at a pivotal time for the organization. Following the recent consolidation of the City and Sandy Township, DuBois is building a stronger, more modern municipal operation - and this position will be at the core of that effort.

Reporting to the Director of Administration, the Fiscal Administrator serves as the City's lead accounting professional, ensuring the accuracy, integrity, and reliability of the City's financial systems. This is an opportunity for a hands-on professional to take ownership of the City's day-to-day financial operations, strengthen processes and controls, and help establish a solid financial foundation for the future.

The ideal candidate is someone who thrives in a practical, roll-up-your-sleeves environment and takes pride in getting the details right. This role is well-suited for a professional who values public service, enjoys solving problems, and wants to make a direct and visible impact on a growing community.

### Position Overview:



Salary:  
\$72,100



Accounting &  
Financial  
Operations



Financial  
Reporting & Close  
Processes



Internal  
Controls &  
Compliance

# Key Responsibilities



The Fiscal Administrator works closely with the City Manager Director of Administration, department leadership, and external partners (auditors, grant agencies, etc) to ensure accurate financial reporting and support informed decision-making that supports day-to-day financial management and operational needs.

The Fiscal Administrator is responsible for hands-on execution and oversight of all day-to-day accounting operations, including general ledger maintenance, reconciliations, financial reporting, and internal controls. The position supports audit coordination, capital project tracking, grant compliance, and financial reporting and other core financial functions that advance the City's priorities.

### Financial Leadership & Strategy

- Maintain general ledger, chart of accounts, and fund structures.
- Lead monthly, quarterly, and annual close processes.
- Prepare financial reports for the City Manager and leadership team.

### Accounting & Financial Operations

- Oversee all municipal accounting operations including the general ledger, accounts payable, accounts receivable, payroll accounting, fixed assets, and debt schedules.
- Ensure accurate and timely financial reporting and completion of monthly, quarterly, and annual financial closing processes.
- Maintain strong internal financial controls and oversight of cash management, purchasing card programs, and payment systems.

# CITY OF DUBOIS

## Fiscal Administrator Position

# Key Responsibilities



### Treasury, Debt & Financial Reporting

- Manage treasury operations including banking relationships, investments, and cash flow forecasting.
- Coordinate municipal debt issuance and post-issuance compliance.
- Oversee preparation of the City's annual audit and required financial reports.

### Grants, Capital Projects & Compliance

- Track and monitor grant-funded programs and capital improvement projects.
- Ensure compliance with grant regulations and applicable reporting requirements.
- Ensure compliance with GAAP, GASB standards, Pennsylvania municipal finance regulations, and Third-Class City Code requirements.

### Leadership & Organizational Development

- Serve as the City's primary internal resource for financial reporting accuracy and compliance.
- Provide coordination and quality assurance across AP, AR, utility billing, and tax collection functions.



# CITY OF DUBOIS

## Fiscal Administrator Position

# Community Profile



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Located in northwestern Pennsylvania, the City of DuBois serves as a regional hub for commerce, healthcare, education, and outdoor recreation. Following the recent consolidation of the former City of DuBois and Sandy Township, the newly unified municipality is now home to approximately 20,000 residents, making it one of the larger communities in the region.

This historic consolidation has created a community uniquely positioned for long-term growth and innovation, with expanded municipal capacity and a strong regional presence. The unified City is focused on modernizing services, strengthening financial sustainability, and aligning infrastructure investments to support economic development and quality of life.

DuBois supports a diverse regional economy anchored by healthcare, manufacturing, retail, education, and tourism, with major employers including Penn Highlands Healthcare and several advanced manufacturing firms. Convenient access to Interstate 80 places DuBois within reach of Pittsburgh, State College, and the broader north-central Pennsylvania region.

Residents enjoy a high quality of life supported by strong neighborhoods, quality schools, vibrant community events, and abundant outdoor recreation. The area offers easy access to state parks, trails, golf courses, and the nearby Allegheny National Forest, providing year-round opportunities for outdoor activity.

As the City continues to evolve following consolidation, DuBois is focused on strengthening municipal operations, investing in infrastructure, and fostering sustainable economic growth, making this an exciting time for a finance professional to help shape the community's future.

# CITY OF DUBOIS

## Fiscal Administrator Position

### Ideal Candidate



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The City of DuBois is seeking a hands-on accounting professional with strong technical expertise and a high level of accountability. The successful candidate will be comfortable working directly with financial systems, reconciliations, and reporting processes while ensuring accuracy, compliance, and reliability of the City's financial data.

The ideal candidate will possess a solid understanding of governmental accounting, municipal budgeting, and public-sector financial reporting, along with the ability to translate complex financial information into clear insights that support policy and operational decision-making. Working closely with the Director of Administration, department leadership, and City Council, the Director of Finance will help ensure financial practices align with the City's priorities and support long-term fiscal sustainability.

This individual will bring a collaborative leadership style and a strong commitment to accountability, transparency, and effective public stewardship. The Director of Finance should be comfortable evaluating financial processes, strengthening internal controls, and identifying opportunities to improve efficiency and financial management practices.

Successful candidates will demonstrate sound judgment, strong organizational skills, and the ability to manage multiple priorities in a dynamic municipal environment. The Director of Finance will serve as a trusted financial advisor, helping guide financial decisions while supporting the City's continued investment in infrastructure, services, and community priorities.



Results-Driven | Detail-Oriented | Strategically Minded

# CITY OF DUBOIS

## Fiscal Administrator Position

# Qualifications



### Education & Experience

- Associate's degree required; Bachelor's preferred
- Minimum 5 years experience in governmental or municipal accounting
- Supervisory or lead experience preferred

### Preferred Certifications

- CPA, CPFO, CGFM, or similar professional certification

### Additional Preferred Experience

- Municipal finance in Pennsylvania
- Governmental accounting standards (GAAP/GASB)
- Grant management and financial reporting
- Municipal debt issuance or treasury management



# CITY OF DUBOIS

## Fiscal Administrator Position

# Salary & Benefits



### Salary:

The salary for this position is \$72,100.

A comprehensive benefits package includes retirement, health insurance, paid leave, professional development opportunities, and a supportive leadership environment.

### Benefits Package:

- 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

## Fiscal Administrator Position

# Application Process



The City of DuBois is a community on the rise—where tradition meets innovation and public service makes a lasting difference. This role offers the opportunity to help guide the financial future of a growing municipality while working closely with dedicated elected officials and professional staff committed to serving the community.

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

**Kafferlin Strategies**

**Email:** [search@kafferlinstrategies.com](mailto:search@kafferlinstrategies.com)

**Subject Line:** *Fiscal Administrator - City of DuBois*

**Application Deadline: Friday, April 17, 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.