FINANCE DIRECTOR
BUCKINGHAM TOWNSHIP
Bucks County, Pennsylvania

*****APPLICATION DEADLINE EXTENDED TO: NOON, MONDAY, NOVEMBER 30, 2026*****

Buckingham Township, Bucks County, Pennsylvania (population 20,350) seeks an experienced public finance professional to serve as its next Finance Director. The Township's current Director is retiring after 27 years of service. The next Director will take over an established department with a **AAA bond rating from S&P Global** and a broad, multi-fund portfolio that includes the Township's own water and wastewater utilities. The retiring Director will remain with the Township for a period after the new Director starts to support a smooth transition.

The Community

Spanning 33 square miles of rolling countryside in central Bucks County, Buckingham Township blends an esteemed historical heritage with modern, forward-thinking governance. Located 25 miles north of Philadelphia, the Township encompasses six historic villages including Lahaska. As a premier residential community, the Township boasts a robust socioeconomic foundation, low crime rates, and access to the prestigious, top-rated Central Bucks School District. Beyond its residential appeal, the Township hosts major economic and recreational anchors like the renowned Peddler's Village, vibrant community parks, and a thriving local farm economy.

Buckingham is also celebrated as a regional leader in environmental stewardship. In 1995, it made history as the first Bucks County municipality to pass a dedicated open-space referendum, establishing a legacy that has permanently preserved thousands of acres of agricultural land and open space. With its rare combination of a highly stable tax base, vast open spaces, and close proximity to major metropolitan areas, Buckingham Township provides an exceptional, rewarding setting for an executive civic leader.

The Government

Buckingham operates under the Pennsylvania Second Class Township Code. The Township is governed by a three-member Board of Supervisors, elected at-large to six-year terms. Day-to-day operations are directed by a professional Township Manager appointed by the Board. The Township employs approximately 54 full-time staff and provides a full range of municipal services, including its own police department, public works, parks and recreation, planning and zoning, and emergency management.

The Township owns and operates public water and wastewater systems, each managed as a separate enterprise fund with its own operating and capital reserve accounts. The 2026 adopted budget totals $26.4 million in expenditures across twelve funds. These include a $14.2 million general fund along with the water, sewer, open space, open space sinking, capital reserve, capital projects, highway aid, highway improvement, park, fire protection, and emergency management funds. Combined 2026 fund balances are estimated at $61.1 million.

The Position

The Finance Director is a department-head position reporting to the Township Manager and is responsible for the Township's full financial operation, from budgeting and cash management to audits, debt, and financial reporting. The Director serves as the Manager's key financial advisor and works closely with outside auditors, consultants, and state and federal agencies. The position carries more scope than a typical township finance role because of the Township's water and wastewater utilities, PENNVEST funding, and multi-fund structure. This is a hands-on role in a small department of four. The Director leads an Accounts Payable and Escrow Clerk, a Payroll and Accounts Receivable Clerk, and a Utilities Services Clerk.

Opportunities, Priorities and On-going Projects

The next Finance Director will step into an active agenda, including the following.

- **Leadership transition.** Working alongside the retiring Director to transfer institutional knowledge, document procedures and year-end processes, and build working relationships with the Township Manager, Board of Supervisors, auditors, and staff.
- **Water and wastewater finance.** Managing the Township's water and sewer enterprise funds, including utility billing, operating and capital reserves, rate analysis, and debt service, and supporting long-term financial planning for both systems.
- **PENNVEST and grant administration.** Administering PENNVEST and federal funding for utility projects, including draw requests, reporting, and compliance, and managing the financial side of the Township's other grant-funded projects.
- **Audit and compliance.** Leading preparation for the annual independent audit and the Single Audit of federal awards, maintaining strong internal controls, and meeting state and federal reporting requirements.
- **Multi-fund budgeting and capital planning.** Supporting the Township Manager in developing and monitoring a $26.4 million budget across twelve funds, and in long-range capital and debt planning, including the Township's general obligation bonds and capital reserve.
- **Systems and staff.** Reviewing financial software and workflows for efficiency, cross-training Finance staff, and building depth in a small department.

Qualifications

The Township seeks candidates who offer the following.

- A bachelor's degree in accounting, finance, public administration, or a closely related field. A master's degree or CPA is preferred.
- A minimum of four years of progressively responsible, supervisory experience in finance or accounting, at least two years of which must be in the public sector.
- Thorough knowledge of Generally Accepted Accounting Principles, governmental fund accounting, and GASB reporting standards, including enterprise fund accounting.
- Familiarity with PENNVEST funding, including loan and grant administration and compliance reporting a plus.
- Water and/or wastewater utility finance experience, including utility billing and rate analysis, is preferred.
- Experience with payroll, pension administration, debt and cash management, and investment of public funds.
- Working knowledge of Pennsylvania municipal finance and state reporting requirements.
- Must meet the requirements for the Township's fidelity bond and maintain eligibility throughout employment.

Compensation

The anticipated salary range is $130,000 to $155,000, depending on qualifications and experience. The Township offers a competitive benefits package.

To Apply

Interested candidates should submit a cover letter, resume, and salary expectations by **noon on Monday, November 30, 2026** to Jennifer W. Smethers, Associate Director for Municipal Services, Meyner Center for the Study of State and Local Government: smetherj@lafayette.edu

Candidates who have already applied remain under consideration and do not need to reapply.

Buckingham Township is an Equal Opportunity Employer.