

## **Director of Finance and Administration, Cheltenham Township Library System**

The Cheltenham Township Library System (CTLS), a 501(c)(3) nonprofit organization, is a library system comprised of four unique neighborhood libraries in Cheltenham Township, PA, a diverse community of over 37,000, located approximately 20 minutes from Center City, Philadelphia. The library system is dedicated to helping families thrive in a culturally pluralistic, information-focused, digitally-based society, building community and transforming lives. The Board of Library Directors of Cheltenham Township governs the system. CTLS is an active participant in the Montgomery County Library and Information Network Consortium and the Montgomery County Library District.

CTLS's Director of Finance and Administration will be responsible for the day-to-day administrative and financial management of the organization. Reporting to the CEO, the successful candidate will be a hands-on and collaborative manager with proven experience in accounting, budgeting, contract management; compliance; office administration, human resources, and operations. Internally, the Director of Finance and Administration will also serve as a thought partner to the CEO and as a critical member of a small leadership team responsible for strategic decision making.

### **Key Qualifications**

- Financial management: Proven track record in organizational budgeting and financial management. Experience with and understanding of general accounting, grant tracking, payroll management, human resources, and general business systems and functions. Demonstrated success in developing and monitoring financial systems.
- Operational skills: Proven track record in developing and managing operational systems in a non-profit organization; strong project management skills.
- Attention to detail: Tireless attention to detail and ability to complete work with the highest level of accuracy and efficiency.
- Action oriented: Strong work ethic, flexible, and able to multi-task. Ability to synthesize data, make decisions, and communicate priorities to staff. Demonstrated resourcefulness in setting priorities, executing multiple tasks, and achieving objectives.
- Strategic vision: Ability to think strategically and connect strong execution to broader strategic priorities and objectives.
- Leadership: Exceptional capacity for managing and leading people from diverse backgrounds. Committed to investing in and developing staff and positioning them to succeed. Self-directed, positive, energetic, flexible, compassionate, collaborative, and team-oriented individual.
- Education and professional experience: BS/BA degree with at least 5-7 years of experience managing finance and operations in a non-profit organization. Advanced degree (MBA/CPA) preferred.
- Personal qualities: Integrity, compassion, sense of humor, mission-oriented, and commitment to excellence.

### **Compensation**

The Director of Finance and Administration position is an outstanding opportunity to join a mission-driven organization. CTLS offers a competitive compensation package including salary (range \$80000 - \$95000), health, vacation, defined benefit plan, and other benefits.

## **How to Apply**

Applicants can view full job description and should download and complete the job application available on our website at <https://cheltenhamlibraries.org/about-us/job-opportunities/>

Applications will be accepted on a continuing basis, but for first consideration, applicants should email a completed application, resume (with the names and contact information for 3 professional references), and cover letter in PDF format by 11:59 PM, July 10, 2021, to the following address: [ctlsoffasst@mclinc.org](mailto:ctlsoffasst@mclinc.org)

Applications will be reviewed as they are received, so applicants should respond in a timely manner. You may continue to apply until the job posting is removed from our website.