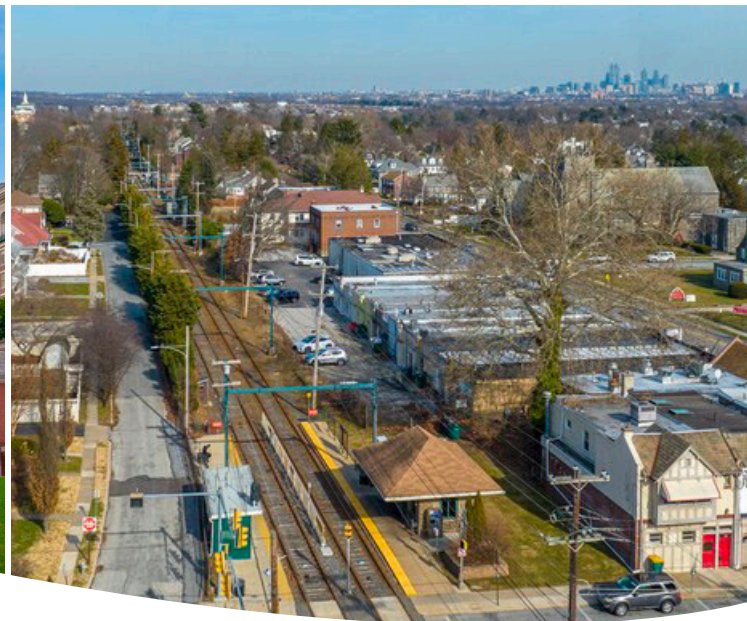


THE TOWNSHIP OF  
**UPPER DARBY, PENNSYLVANIA**



INVITES YOUR INTEREST IN THE POSITION OF  
**Chief Financial Officer**



# UPPER DARBY — AN OUTSTANDING OPPORTUNITY



## ABOUT THE UPPER DARBY COMMUNITY

Upper Darby Township is located adjacent to the City of Philadelphia, which is the 6th most populated city in the United States. The Township was founded in 1786, and is the 6th largest municipality in Pennsylvania. In 1974 Upper Darby became a Home Rule community. Today more than 87,000 residents (24% foreign-born) call Upper Darby home. It is a full-service municipality, providing a wide range of services. In 2020 the community voted on a motto for Upper Darby, "The World in One Place" reflecting the multi-cultural community of the present day.

The demographic breakdown of the community yields a diverse population that is 39% White, 35 % Black, 12% Asian and 7.8% Hispanic or Latino.

The Philadelphia-metro economy generates \$445 billion in GDP. Twenty-three of the nation's Fortune 500 companies are located in the Philadelphia -metro area. The major economic sectors include higher education, manufacturing, oil refining, food processing, health care and biotechnology, telecommunications, tourism and financial services.

## ABOUT THE TOWNSHIP

Upper Darby has a Home-rule charter and uses a Mayor-Council form of government that has remained stable for 50 years.

The Mayor is elected at-large and serves as the Chief Executive Officer. The Mayor is elected to a four-year term, limited to no more than three successive terms. The Mayor is a part-time position. Four Council Members are elected at-large, while seven Members are elected from districts.

Mayor and Council provide vision and policy direction for

the Township, enact legislation, set policy and adopt the annual budget. The Mayor and Council also hire the Chief Administrative Officer (CAO) to manage daily operations and implement the Mayor and Council's vision and policies.

## FINANCE DEPARTMENT AND THE CFO

### About the Finance Department

The Finance Department consists of 10 full-time employees who are responsible for Accounting, Bookkeeping, Controller, Payroll, Operations and Tax Collection.

### The Chief Finance Officer (CFO)

The CFO is responsible for planning and coordinating all municipal financial transactions and purchases, financial forecasting and planning, budgeting, reporting, systems development, debt and cash management, internal audit, investment and grants management, payroll, revenue collection, risk management, and pension administration.

The CFO reports to the CAO and is responsible for all areas of financial management for Upper Darby Township, and is responsible for the management of:

- \$125 million in annual revenue
- \$104.7 million in General Fund Operating Budget

## Essential Duties and Responsibilities

While the CFO is ultimately responsible for all departmental functions, the following activities are primarily carried out and directly managed by the Comptroller, under the CFO's oversight:

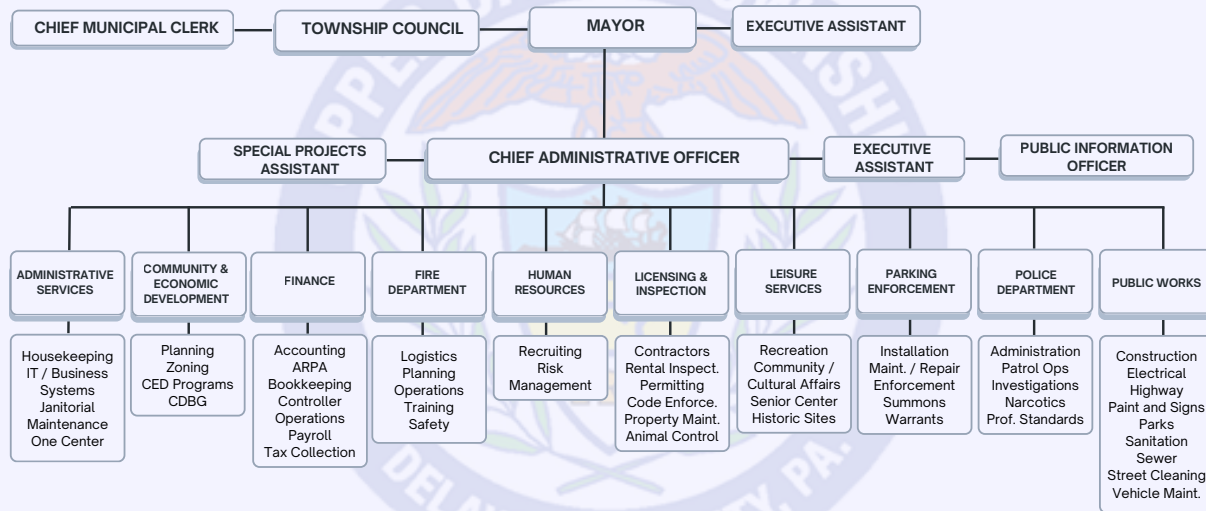
- Ensure the preparation and approval of journal entries, warrant requests, subsidiary entries, and account analyses.
- Oversee and maintain accounting and record-keeping systems through the Comptroller's direction, including regular review of general ledger account.
- Ensure proper review and approval of purchase requisitions and invoices for payment in accordance with established policies and controls.

The CFO provides strategic oversight, ensures compliance with financial policies and standards, and is accountable for the integrity and accuracy of these processes, while the Comptroller manages their day-to-day execution.

- Establishing and maintaining an accounting system designed to accurately reflect the assets, liabilities, receipts and expenditures of the Township.
- Collect and prepare financial data needed for the annual budget; Prepare the annual budget under the supervision of the CAO.
- Supervise and implement all aspects of payroll, accounts payable, accounts receivable, sewer rental, business privilege tax, mercantile tax, occupational privilege tax, amusement tax, pension, debt and cash management, banking, auditing, internal control, budgeting and financial reporting.
- Supervise and train Finance Department personnel And prepares new accounts.
- Supervise collection of all funds due to the Township; supervise tax clerk to ensure accuracy of funds collected.



# UPPER DARBY TOWNSHIP ORGANIZATIONAL CHART



- Attend meetings with Council, Finance Committee, other boards and commission, as as necessary.
- Interact with outside auditors.
- Plan and manage a comprehensive investment program of all Township funds; provide daily cash flow analysis; compile financial and demographic information for bond issue prospectuses

## OPPORTUNITIES AND CHALLENGES FACING THE TOWNSHIP

### Deferred Maintenance Schedule

The Township is in need of a 5-year Capital Improvements Program which includes all fixed and mobile assets. The ability to forecast future expenditures and liabilities is a very high priority

### Financial Management System/Plan

The Township needs to update its financial controls and policies. There is not currently a formally-established Financial Management System/Plan.

A five-year Strategic Financial Plan is needed to inform and guide current and future decision-making.

### Organizational Development/Software

The Township uses Open/Gov and is in the process of updating its HR Information System. Updating the Township's financial software is critical. Evaluating financial systems, tools, processes, policies needs to occur concurrently.

## Professional Development

The dedicated Finance Department staff has a mix of public and private sector experience. Evaluating staff skills and creating a professional development strategy will help to (1) create continuity of financial operations, (2) retain quality employees, (3) create efficiencies, (4) provide appropriate cross-training, and (5) minimize the potential for fraud, waste and abuse.

## THE CANDIDATE

### Desired experience includes:

- A hands-on , technical/accounting executive
- Experienced in municipal finance, and compliance with GASB/GAAP
- Management of financial portfolios, financial systems, debt service, and capital investments
- Strength with financial software systems including planning/ facilitating the conversion and integration to new hardware and software environments

### Desired skills include:

- Financial management, budget preparation and fiscal accountability;
- Planning, organizing, directing and improving departmental operations and procedures;
- Staff development capability
- Excellent communication

### Desired attributes include:

- Authoritative, transparent and accountable;
- Brings public and private sectors best practices;
- Excellent communicator, accepts input from others, is a decisive decision-maker;
- Values staff input and the ability to recognize staff contributions, skills and abilities;
- Possesses a positive customer service attitude;

## QUALIFICATIONS

The successful candidate will have ten years or more progressive responsible experience in financial management in the public or private sectors. At least four year's experience in a senior management role. Local/State government financial management is highly preferred. A Bachelor's degree in Finance, Accounting or related field is required. A Master's degree is preferred. Equivalent combination of education, training and experience will also be considered. CPA and/or CFM desired.

## COMPENSATION

The Upper Darby CFO can expect to receive a salary between \$155,000 and \$175,000. A comprehensive benefit package will be provided, including retirement and deferred compensation.

## HOW TO APPLY

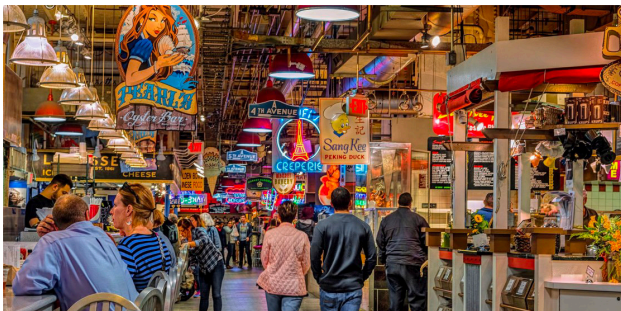
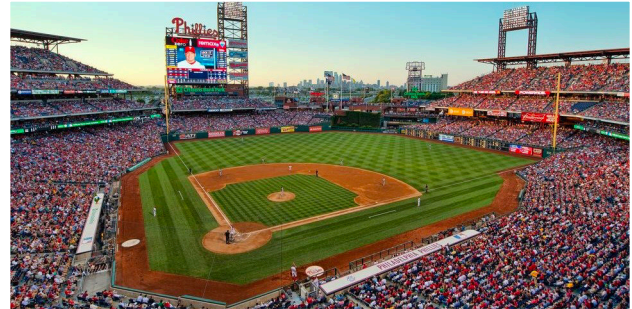
Send cover letter, resume and four professional references via email by 11:59 pm on November 22, 2025 to:

**David J. Deutsch, Senior Associate**  
**Mercer Group Associates**

**Cell phone: 301.343.6033**  
**Email: daviddeutsch610@gmail.com**  
**Website: [www.mercergroupassociates.com](http://www.mercergroupassociates.com)**



**MERCER GROUP ASSOCIATES**



*The Township of Upper Darby is an Equal Opportunity Employer. The Township does not discriminate on the basis of race, color, religion, age, country of origin, marital status, disability, sexual orientation, gender orientation, political affiliation, or status in any group protected by federal, State or local law in employment or the provision of services.*