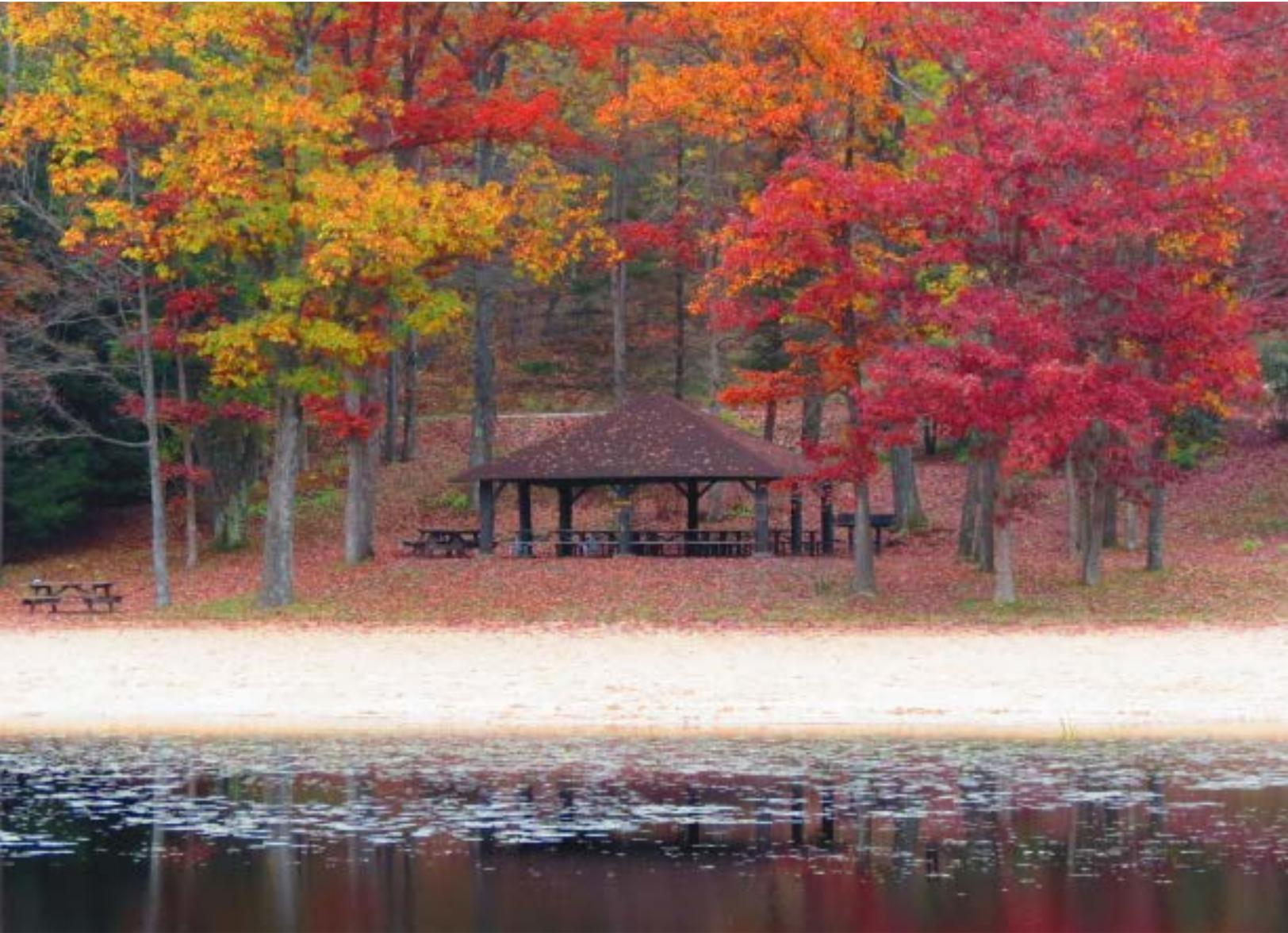




# CENTRE COUNTY, PENNSYLVANIA

DIRECTOR OF BUDGET AND FINANCE



## Executive Recruitment



# Centre County, PA

GovHR USA, LLC is pleased to announce the recruitment and selection process for the Director of Budget and Finance for Centre County, Pennsylvania. This is an opportunity to join a well-managed, financially stable organization in the heart of Central Pennsylvania and home to Penn State University. This brochure provides background information on Centre County as well as the qualifications for the Director of Budget and Finance's position. Additional information about Centre County can be found on the County's website: <https://www.centrecountypa.gov/>.

Candidates interested in applying for the position should immediately submit their résumé and cover letter, along with contact information for five (5) work-related references, at [www.GovHRUSA.com](http://www.GovHRUSA.com). Position is open until filled. Questions regarding this opportunity should be directed to the Executive Recruiters working with Centre County:

GovHR USA  
Maureen Barry, Senior Vice President  
Direct: 847-380-3240, x116



## The County

Located in the heart of Central Pennsylvania, Centre County is home to Penn State University, the historic towns of Bellefonte and Boalsburg, and University Park and State College.

Centre County offers visitors and locals alike plenty to do year-round. Cultural and recreational opportunities include world-class concerts at PSU's on-campus theaters, live theatre and dance performances, historic site tours and museums, hiking & biking trails, fishing & boating in the area's many lakes and rivers, and winter recreation at Tussey Mountain, among many others. Families will find Centre County ideal for its excellent educational opportunities and quality of life.

The county seat and home to Centre County's offices, Bellefonte, is named after the natural spring located in the center of town. Established in 1795, "Central Pennsylvania's Victorian Secret" has been home to seven Pennsylvania governors and hosts stunning examples of Victorian architecture. The shopping in Bellefonte is ideal for collectors with its numerous antique stores and gift shops. The town is often the subject of photographers, with its gorgeous waterfront walkway alongside Talleyrand Park.

One of the nation's largest universities, The Pennsylvania State University ("Penn State") has over 46,000 students at its main campus located in State College, ten miles from Bellefonte.

A fourth-class county created by an act of the State Legislature in 1800 and located in the exact geographic center of the state, Centre County's key industries include tourism, retail, agriculture, electronics, chromatography, information technology, printing and publishing, wood manufacturing, and education. The county's land area covers 1,110 square miles and is comprised of 35 municipalities.

## By the Numbers

**Land size:** 1,110 square miles

**Population estimate (2022):** 157,527

**Households (2017-2021):** 57,834

**Median Household Income (2017-2021, in 2021 dollars):** \$64,995

**Median Value of Owner-Occupied Housing Units (2017-2021):** \$254,500

**Bachelor's degree or higher, percent of persons age 25 years+, 2017-2021:** 45.9%

*Source: U.S. Census Bureau*

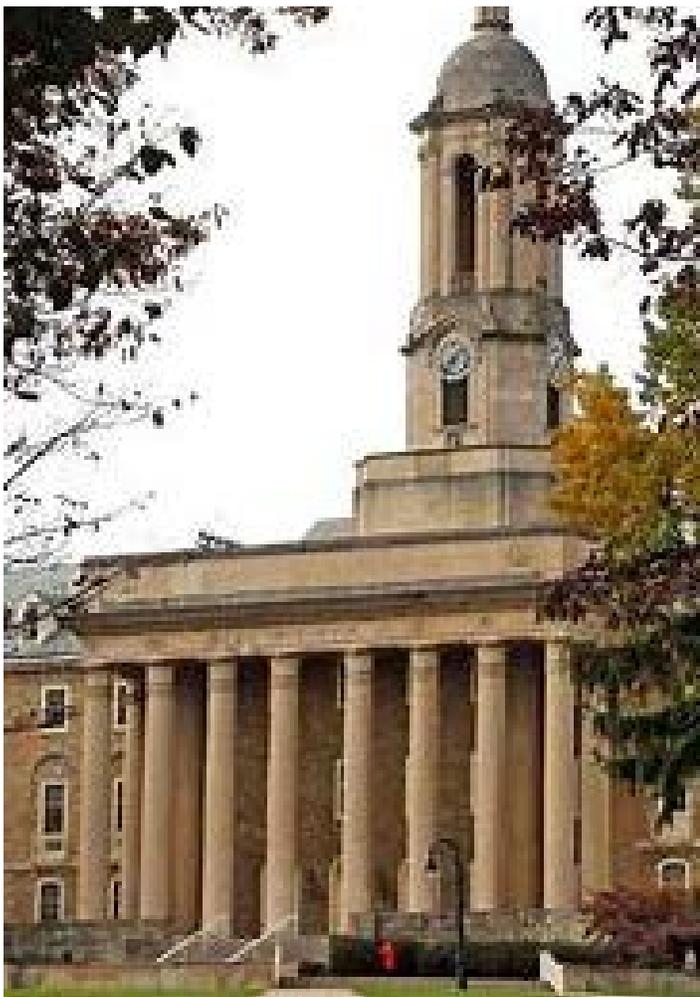


## The Position in Brief

The Director of Budget and Finance (the “Director”) is responsible for the planning, organizing, coordinating, and directing of the County’s financial activities including budgeting, financial planning, accounting, auditing, and contract management.

As a critical member of the management team, the Director oversees a [2022 total budget](#) of \$107.8M and heads the Financial Management Department. The position reports directly to the County Administrator, subject to appointment by the Board of Commissioners. Along with the County Controller and Treasurer, the Financial Management Department manages the fiscal affairs of the County. The Department provides accountability and oversight for the County budget and supports financial decision-making by the Board of Commissioners, Administrator, other County officials, and County Departments.

The [Financial Management Department](#) includes three full-time employees, including the Director. The position provides direct supervision to the Financial Operations Coordinator and the Procurement/Contract Analyst. The Financial Management Department is responsible for budget preparation and administration, financial forecasting, debt management, procurement, and financial management. The position reports onsite to County offices.



## Primary Position Responsibilities

- Manages the preparation of the County’s annual operating and capital budgets. Coordinates budgetary information with Controller, Treasurer, and other elected officials and department heads; amends budget as approved by Commissioners.
- Develops and updates a multi-year operating and capital budget.
- Develops and provides monthly financial and statistical reports including analyses of monthly closings, cash flow analysis, and actual expenditures vs. budget. Evaluates the County’s financial position and issues periodic financial and operating reports for all departments, including grant-in-aid agencies.
- Analyzes and conducts studies of economic, business and financial conditions and their impact on the County’s revenue and capital investments.
- Manages the County’s purchasing and inventory control procedures. Oversees the monitoring of all vendor contracts to assure compliance and consistency with County goals and financial resources.
- Develops and implements accounting and financial management policy and procedure.
- Works in coordination with the Controller and Treasurer to ensure appropriate monitoring of County finances. Maintains a working relationship with the Controller’s and Treasurer’s offices and all departments with regard to financial management matters.
- Assures compliance with federal, state and local accounting principles, procedures and financial record-keeping requirements.
- Oversees the implementation and integration of the financial software within the County in cooperation with the County’s outside MIS contractor.
- Oversees the reconciliation of all assets for capital and other financial reporting.
- Participates in Union negotiations and arbitrations.

Despite the pandemic’s impact on revenues, the County is in a solid financial position, due to its conservative spending approach and focus on improved management and organizational effectiveness. Its last bond issue was given a ‘AA’ rating from Standard & Poor’s.

See documents on the [County’s website](#) for more information on the County’s current and past annual financial reports.

## Key Projects and Challenges

The new Director will continue to build upon a secure budgetary foundation. There are some challenges posed by upcoming projects that offer exciting opportunities,

- **Financial Reporting & Forecasting** – Centre County is financially stable, with a ‘AA’ bond rating, and has worked hard to provide exemplary services to residents and businesses, while keeping expenditures down and stabilizing the property tax rate. The next Director will work closely with the County Administrator, the Controller and the Treasurer to improve the financial reporting materials provided to the County Board to allow them to better consider policy consequences, long term trends, and impacts of decisions to assist in their efforts to govern effectively.
- **County Facilities Funding** – In 2023 the County will begin major capital renovations on County properties. The Director will have a lead role in monitoring and accounting expenditures on these projects, including the blending of both bond and capital fund dollars.
- **Modernization of Financial Technology Systems** – As technology continues to be at the forefront in many organizations, the next Director will assist in leading the County’s efforts to continue modernizing and streamlining its financial information technology. The County is currently in the process of identifying a new ERP system to begin implementation in 2023, will full utilization in 2024.
- **Strategic Planning for Allocation of Federal Funds** – The COVID-19 pandemic impacted the local economies in the last two years, with the tourism and hospitality industries especially seeing significant reductions in revenues. The County received nearly \$14.7M in 2020 in Coronavirus Aid, Relief, and Economic Security (CARES) Act funds and will receive a total of \$31M from American Rescue Plan Act funds. CARES Act funds were used to provide grants to small businesses and non-profits, and to reimburse local municipalities and the County’s own expenses for pandemic response related activities. The Director will participate and assist the County Administrator and County Board in continuing to identify the best short and long-term options for spending current and future funds and how to offset pandemic related impacts on the County’s budget.



## The County Government

### By the Numbers

**35 municipalities located within Centre County**  
**Total Budget: \$107.8 million, with a capital budget of \$1.4M**  
**525 full-time employees and 42 part-time/seasonal employees**  
**‘AA’ credit rating from Standard & Poor’s**

A three-member Board of County Commissioners performs and oversees all the County’s legislative and executive functions. The Controller is an elected position and supervises the fiscal affairs of the County. The Treasurer is elected to receive all monies due or accruing to the County, including the deposit and investing of surplus funds. The Court of Common Pleas is part of the Unified Judicial System provided by the Pennsylvania Constitution. Court related row offices include the Coroner, Prothonotary/Clerk of Courts, District Attorney, Recorder of Deeds, Register of Wills, Sheriff and two Jury Commissioners.

Consistent with budgetary constraints and Pennsylvania County Code, the County Board of Commissioners decides the best means of providing a variety of services. The County provides a broad range of services including judicial, public safety, corrections, public works, human services, culture and recreation, conservation and development, and elections.

The Chief Administrative Officer (CAO, or County Administrator) of the County directs, administers, and coordinates the activities of the County in support of policies, goals, and objectives established by the County Board. The CAO, with the assistance of the Director, submits the annual budget to the County Board. With a 2022 total budget of \$107.8M, the County currently employs 525 full-time employees and 42 part-time/seasonal employees to provide services to residents and businesses within the county.

## Position Requirements

The next Director will be a dependable, detail-oriented, local government professional. The successful candidate will have:

- Bachelor's Degree in accounting, finance, or related field.
- Master's in related field, CPFO and/or CPA preferred.
- Minimum of 5 years progressive experience in budget administration and financial management procedures, with at least 3 years of supervisory experience; or an equivalent combination of education, training, and experience.
- Working knowledge of Enterprise Resource Planning (ERP) systems and relevant technology.
- Knowledge of rules and regulations governing financial management, preferably in Pennsylvania, and Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP).
- Experience working in a government entity preferred.

## The Ideal Candidate

- Strong understanding of modern budgeting practices including preparation of an annual budget.
- Demonstrated support for and consultation with a leadership team on budgetary matters; the ability to develop financial and cost analyses to support sound decision-making.
- Have a strong interest and ability to supervise employees, creating an environment of trust, integrity, and mentorship where employees respect one another and where the Department consistently functions with a high level of customer service.
- Have a demonstrated ability to provide strategic leadership, develop forecasting tools, and prepare long-range financial projections.
- Have proven verbal communication and listening skills, both one-on-one and in group settings, treating everyone in a professional and respectful manner.
- Be technologically savvy and have a demonstrated record of understanding and utilizing technology systems and procedures to monitor and measure departmental productivity and provide timely information. Possess proficiency in Microsoft Word, PowerPoint and Excel and general working knowledge of enterprise resource planning (ERP) systems.
- Experience in working and collaborating on employee benefits issues and Labor-Management committees.
- Possess strong presentation experience and have excellent writing and interpersonal skills.





## Compensation and Benefits

The salary range is \$109,534 - \$153,365 DOQ. Centre County has one of the best benefit packages in the area. A comprehensive defined benefits package includes, but is not limited to, contributions to medical, dental, vision, life insurance, participation in the Pennsylvania Local Government Employees' Retirement System, retiree insurance, and paid leave time. Employees must live within 45 minutes of the County's Bellefonte office building.

## How to Apply

Apply online immediately at [www.govhrusa.com](http://www.govhrusa.com) with a resume, cover letter and contact information for five professional references. Position is open until filled. Confidential inquiries are encouraged and should be directed to Maureen Barry, Senior Vice President, GovHR USA at 847-380-3240, x116.

Centre County embraces diversity in our community as well as our workforce and is an Equal Opportunity Employer.



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