CHIEF FINANCIAL OFFICER

UPPER DARBY TOWNSHIP



GMP

Why Apply?

This is an opportunity for an experienced local government finance leader to make a direct and lasting impact on Pennsylvania's sixth-largest municipality. Upper Darby Township offers challenging, meaningful work for someone who is motivated by public service and eager to help shape the Township's future. The CFO will join a seasoned, professional executive team, lead a collaborative Finance Department and partner with an incoming Chief Administrative Officer to advance organizational priorities. With significant capital investments ahead and opportunities to strengthen financial planning and operations, the position offers both purpose and professional challenges, supported by competitive pay and benefits.



Welcome to UPPER DARBY

Upper Darby is a diverse community of more than 85,000 residents located immediately west of Philadelphia, roughly 7 miles from downtown. Spanning less than 8 square miles, Upper Darby is the most populous municipality in Delaware County and the sixth most populous in Pennsylvania. Its neighborhoods vary considerably in character, from the tree-lined streets and stone homes of Drexel Hill to the denser, walkable neighborhoods of Highland Park, Bywood, and Stonehurst.

Upper Darby's motto, "The World in One Place," reflects a community where nearly one-quarter of residents were born outside the United States and more than 100 languages are spoken. That diversity can be seen—and tasted—along its commercial corridors, where locally owned restaurants, markets, and businesses reflect cultures from around the world. Each September, the Upper Darby International Festival brings residents and visitors together for international food, music, dance, cultural performances, and a colorful Parade of Flags.

The 69th Street Transit Center provides direct rapid-transit service to downtown Philadelphia, along with trolley, bus, and rail connections throughout the western suburbs. The surrounding 69th Street area is also one of the Township's primary commercial centers and the focus of ongoing efforts to strengthen it as a community gathering place.

Upper Darby has longstanding ties to the arts, including the landmark Tower Theater, where David Bowie recorded a live album in 1974. Upper Darby Summer Stage, a nationally recognized youth theater program, brings hundreds of young performers together each summer and was named one of Playbill's Top Five Performing Arts Summer Camps in America. Tina Fey is among its alumni and graduated from Upper Darby High School, as did musicians Jim Croce and Todd Rundgren.

Residents enjoy 28 parks and recreation areas, including the Naylor's Run Trail, where a new paved section opened in 2026, adding a lighted walking and biking connection. One of Upper Darby's more unusual local businesses is GreenHorn Gardens, a family-run urban farm that grows produce in a historic greenhouse on the grounds of Arlington Cemetery in Drexel Hill.







UPPER DARBY TOWNSHIP

Upper Darby Township serves a population of approximately 85,000 across 7.9 square miles in Delaware County with a team of 411 FTEs. Departments include Administrative Services, Community and Economic Development, Finance, Fire, Human Resources, Licenses and Inspections, Parking Enforcement, Police, Public Information, Public Works, Recreation, Senior Services, and Tax Office.

Incorporated in 1786, Upper Darby Township operates under a Home Rule Charter adopted in 1974 and a Mayor-Council form of government. The Mayor serves as the Township's chief executive, overseeing the administration, and is elected at large to a 4-year term, with a limit of 3 consecutive terms. Mayor Edward (Ed) Brown has served in this position since January 2024.

The 11-member Township Council enacts legislation, sets policy, and adopts the annual budget. Council includes 7 members elected by district and 4 elected at large, all serving staggered 4-year terms. The Treasurer is also elected at large. A full-time Chief Administrative Officer (CAO) oversees Township operations and works with department heads to carry out the administration's priorities.

"The Mission of Upper Darby Township is to serve and partner with our community to deliver exceptional, efficient, and effective services that enhance the quality of life for all. We are committed to fiscal responsibility, a culture of professionalism, and informed decision-making that reflects the values and needs of Upper Darby Township."



THE CHIEF FINANCIAL OFFICER

Appointed by the Mayor, reporting directly to the Chief Administrative Officer and working closely with the Township Executive Team, the Chief Financial Officer (CFO) oversees the Township's $130 million budget and provides leadership for a broad range of functions, including long-term strategic planning, economic and strategic advising, debt and treasury management, internal control and compliance, and accounting and financial reporting. The CFO also leads the Finance Department, which has a 2026 operating budget of $2 million and 11 full-time equivalent (FTE) positions. The department is organized across primary functional areas, which include Tax/Revenue, Budget, Payroll, Grant Administration, Accounts Payable, and General Finance.

THE IDEAL CANDIDATE

- **Extensive Local Government Finance Experience** - Brings strong expertise in municipal budgeting, fund accounting, financial modeling and forecasting, short- and long-term financial planning, and developing and implementing internal financial controls consistent with GFOA best practices. History of working well with executive staff, departmental teams, and elected officials. Experience working with committees, outside agencies, and community members.
- **Strategic Financial Leadership** - Sees the big picture, connects financial decisions to operational needs and community priorities, and brings experience in debt service, bond issuance, and financial policy development.
- **Change Management and Innovation** - Brings fresh eyes, flexibility, and patience to guide teams through change. Implements financial technology and process improvements, helps staff adopt new tools, and maintains effective internal controls throughout implementation. Experience evaluating team performance, coaching team members, and pushing continuous improvement.
- **Team Leadership and Development** - Is an approachable, collaborative coach and mentor who builds effective teams, supports professional growth, and strengthens organizational capacity.
- **Interdepartmental Collaboration** - Builds strong working relationships, listens carefully to operational needs, and works patiently with departments throughout the budget process to develop practical financial solutions.
- **Communication, Transparency, and Candor** - Is an analytical thinker and compelling presenter who tells the story behind the numbers. Makes finance understandable to non-financial audiences and communicates openly with Council, the public, and the management team—including difficult financial realities and tradeoffs.
- **Organizational Judgment and Relationship Skills** - Works effectively with elected officials and employees at every level, brings labor relations experience, and combines the ability to get up to speed quickly with thoughtful engagement and collaboration.







OPPORTUNITIES FOR LEADERSHIP

1) **Annual Budget and Long-Range Financial Planning**
Oversee the 2027 budget and lead preparation of the 2028 budget while developing a long-range financial plan that connects operating needs, revenue projections, and capital commitments. Working closely with departments, the CFO will strengthen forecasting and help decision-makers understand the choices required to maintain financial balance and support Township priorities.

2) **Capital Investment and Financing**
Help advance major capital initiatives, including the community center and a new public safety center, while supporting the Township's broader capital improvement program. The CFO will coordinate grants, reserves, and appropriate debt financing; manage cash flow associated with reimbursement-based funding; and account for funding deadlines and the ongoing operating costs of capital investments. This work will also support predictable equipment replacement cycles and phased investment in community assets.

3) **Financial Technology and Implementation**
Support implementation of financial tools to improve efficiency, reporting, and access to useful financial information. This work will require collaboration across departments, attention to internal controls, and patient leadership to help employees adopt new systems and practices.

4) **Financial Policies and Internal Controls**
Review and update the Township's existing financial policies and internal controls to align with GFOA best practices. The CFO will work with staff to translate those policies into consistent procedures, clear responsibilities, and effective financial oversight.

5) **Fee Analysis and Sustainable Service Funding**
Partner with Public Works and other departments to evaluate fees, particularly annual sanitation and sewer rates, in relation to service costs and projected needs. This presents an opportunity to strengthen financial modeling, explain rate recommendations clearly, and support reliable services within the Township's financial constraints.

EDUCATION & EXPERIENCE

Bachelor's degree in finance, accounting or a related field and at least 10 years of progressively responsible experience in financial management in the public or private sectors, including at least 4 years in a senior management role. An equivalent combination of education, training and experience will be considered.

DESIRED

- Local or state government financial management experience
- Master's degree
- CPA and/or CFM designation

COMPENSATION & BENEFITS

Upper Darby Township offers an annual salary range of $170,000 – $195,000 based on qualifications and experience, along with a comprehensive benefits package.

RESOURCES

Charter

Budget

Comprehensive Plan

Destination: Downtown Upper Darby

Delaware County Chamber of Commerce



TO APPLY

Apply Online: gmphr.com

First Review: December 13, 2026

More Info: Gary Palmer, GMP Consultants
gpalmer@gmphr.com / (865) 356-2938

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