

# Assistant Director of Finance Town of Waynesville, NC

Applications Accepted Beginning May 9, 2025



# THE POSITION

**The Town of Waynesville is seeking a dedicated and skilled Assistant Finance Director to join our Finance Department. This pivotal role supports the Finance Director in managing the financial operations of the town, ensuring the best practices in financial management, compliance, and service delivery. If you have a passion for public service and a strong background in finance, this could be the perfect opportunity for you!**

## PRIORITIES

- - Assist the Finance Director in daily operations and serve as acting Director in their absence.
- - Develop and implement departmental goals and align them strategically with the town's objectives.
- - Oversee financial operations, including budgeting, accounts payable, payroll, and contracts.
- - Analyze internal controls to safeguard financial assets and promote sound financial practices.
- - Ensure compliance with state statutes and municipal ordinances related to financial operations.
- - Coordinate annual audits and prepare financial statements for public dissemination.
- - Mentor and train finance staff to enhance their skills and improve operational results.
- - Perform various administrative tasks to support the Finance Department's functions.





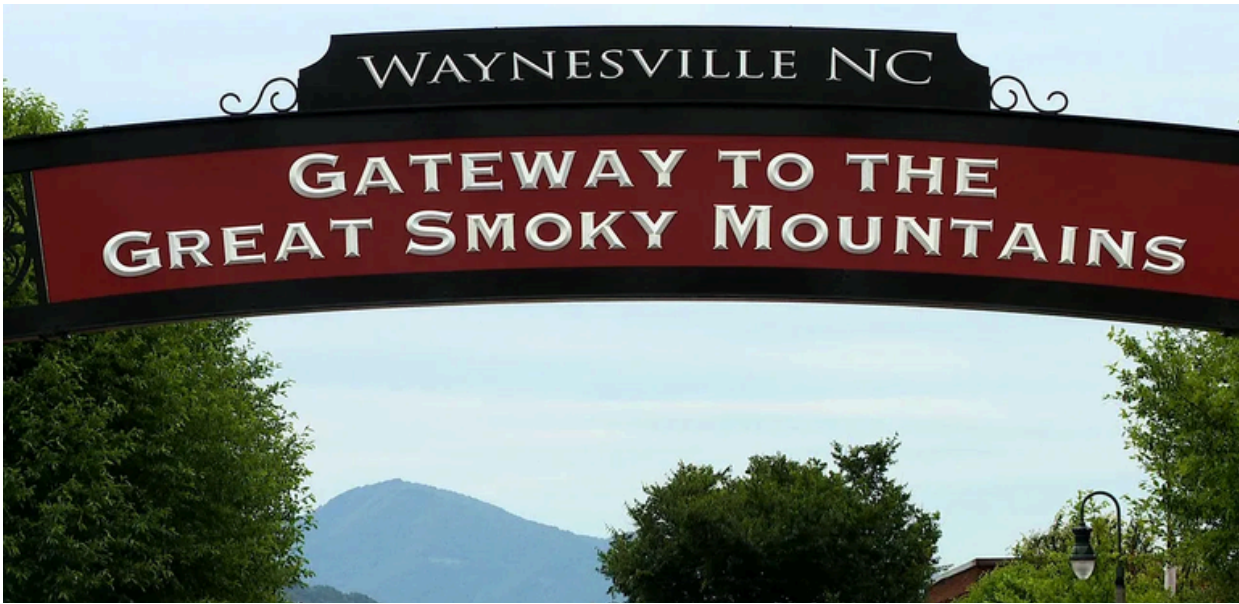
# DESIRED CAPABILITIES

The desired capabilities for the Assistant Finance Director position encompass a blend of technical expertise, leadership qualities, and strong interpersonal skills. A deep understanding of financial management principles, including budgeting, accounting, and compliance with municipal finance regulations, is essential. Candidates should demonstrate proficiency in financial software and tools, enabling them to analyze complex data, prepare accurate financial reports, and implement effective financial controls. Moreover, strong analytical skills are necessary to assess financial performance, identify trends, and recommend actionable strategies that support the town’s financial objectives.

In addition to technical know-how, the ideal candidate should possess exceptional leadership and communication abilities. This role requires someone who can inspire and mentor staff, fostering a culture of continuous improvement and accountability within the Finance Department. Effective collaboration with stakeholders across various departments and community members is crucial to ensure a comprehensive approach to financial planning and management. Strong problem-solving skills and the ability to make sound decisions under pressure are also important, as the Assistant Finance Director will often be tasked with navigating challenges and guiding financial strategies in a dynamic municipal environment. These capabilities are vital for driving the financial integrity of Waynesville while delivering exceptional service to the community.

# LEADERSHIP OPPORTUNITIES

- Strategic Planning and Execution
- Team Leadership and Development
- Operational Oversight
- Policy Development and Implementation
- Cross-Departmental Collaboration
- Stakeholder Engagement
- Influencing Financial Literacy
- Data-Driven Decision Making
- Recognition and Legacy



# EDUCATION AND EXPERIENCE

- Bachelor's degree in Finance, Accounting, or a related field (Master's degree is a plus).
- Proven experience in financial management, public administration, or a similar role.
- Strong understanding of municipal finance, budgeting, and reporting processes.
- Excellent analytical and problem-solving skills.
- Proficiency in financial software and Microsoft Office Suite.
- Strong communication and interpersonal skills.
- Preference given to applicants with Tyler/MUNIS experience.



# ABOUT WAYNESVILLE

Known affectionately as the Gateway to the Smokies, Waynesville is the largest municipality west of Asheville, and the county seat of Haywood County.

Waynesville has a vibrant sense of community and rich cultural heritage. It combines the beauty of nature with the warmth of Southern hospitality, making it a delightful destination for residents and visitors alike.

Waynesville has retained its historic charm while embracing modern amenities. The town's main street is lined with quaint shops, local art galleries, and diverse dining options, reflecting the creative spirit of its residents. Throughout the year, Waynesville hosts various festivals and events that celebrate local arts, crafts, and traditions, drawing visitors from near and far.

## More about Waynesville

[Town of Waynesville](#)

[Haywood County](#)





# Compensation and Benefits

The hiring range for this position is \$60,566.02 - \$78,735.84 annually. In addition to competitive compensation, the Town of Waynesville provides a comprehensive benefits package, including between 14 and 26 days of annual leave based on years of public service, 12 paid holidays, and 12 days of sick leave annually.

Full-time employees are eligible for no-cost health, life, and dental benefits. Employees have free access to the Town's Employee Assistance Program and a free gym membership. Retirement savings include membership in the Local Government Employees Retirement System with employer contributions of 14.35% beginning July 1, 2025, and a Town-sponsored 401K benefit with a 5% employer contribution. Participation in the retirement plans is mandatory. For more information about the Town's health benefits, visit [waynesvillenc.gov/departments/human-resources/employment](http://waynesvillenc.gov/departments/human-resources/employment).

## APPLICATION AND SELECTION PROCESS

Qualified candidates please submit your cover letter, resume, and application to the Director of Human Resources: [pmccurry@waynesvillenc.gov](mailto:pmccurry@waynesvillenc.gov)

This position is open until filled. For more information, please contact Page McCurry at 828.452.2491.

