The Town of Waynesville, NC

JOB DESCRIPTION

The purpose of the class is to perform various complex professional, administrative, supervisory, and technical accounting and finance functions involved in maintaining the fiscal records and systems of the Town and to advise administrators in their oversight of Town business affairs. The class plans, organizes, and implements programs within major organizational policies, reporting program progress to executive-level administration through reports and conferences.

Finance Director

Date:	**10/15/2026**
Department:	**Finance Department**
FLSA Status:	**Exempt**
Safety Sensitive Status:	**Non-Safety Sensitive Position**
Salary Range:	**$75,947.55 - $121,516.14 DOE**
	5% increase after 6-month probation
Hours:	**8:00 am-5 pm**

ESSENTIAL TASKS

The tasks listed below represent the majority of the time spent working in this class. Management may assign additional tasks related to the class's type of work as necessary.

Plans organizes and directs all programs and activities of the Finance Department, including accounts receivable and payable, utility and tax billing and collections, general accounting, payroll, and financial reporting.

Supervises department professional, technical, and support staff; assigns workloads and establishes work schedules; directs and supervises duties of assigned staff. Supervisory duties include instructing, assigning, reviewing, and planning others' work; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; approving employee discipline; and recommending employee promotions, transfers, discharge, and salary increases.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Provides adequate training and development of department staff.

Performs or assists subordinates with complex duties; investigates and corrects technical errors.

Serves as the Town's chief financial adviser, directly assisting the Town Manager and Town Board in financial matters and regarding various special projects.

Works with the Town Manager and Town Board to direct the formation of financial policies and the final preparation of the annual budget.

Establishes and maintains internal control procedures and ensures compliance with recognized accounting and reporting methods.

Develops, analyzes, and interprets statistical and accounting information to evaluate the Town's fiscal soundness and operating effectiveness.

Determines revenue projections based on projected expenditures and revenues.

Directs the preparation and administration of the Town's operating and capital improvement budgets; reviews budgets periodically to analyze trends affecting budget needs; prepares budget revisions for Board approval during the year; monitors revenues and expenditures and performs appropriate cost control activities.

Develops and administers the department budget; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Manages the receipt and investment of all revenues, monitors available cash, and maintains related documentation.

Obtains financing approval from the Local Government Commission; prepares requests for proposals for financing; recommends the bidder who best meets the Town's needs; negotiates and arranges financing agreements with the successful bidder.

Prepares year-end journal entries.

Understands the intricacies of being an Electricity, the various enterprise funds, and how to accrue expenditures accurately.

Schedules independent auditors; assists auditors during the audit process; prepares audit papers; follows up on findings to ensure improvement to financial systems.

Prepares various studies, reports, and related information for decision-making purposes; prepares periodic and special financial reports as required by the Town and other agencies.

Coordinates department activities and functions with those of other Town departments and outside agencies as appropriate.

Conducts and attends staff meetings as required; represents the Town at various conferences and meetings; attends training, conferences, and seminars as appropriate to enhance job knowledge and skills.

Receives and responds to inquiries, concerns, complaints, and requests for assistance from Town personnel, elected officials, and citizens regarding general municipal financial matters; presents financial information and issues to external groups as required.

DATA INVOLVEMENT:
Requires synthesizing or integrating analysis of data or information to discover facts or develop knowledge or interpretations; it changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.

Requires handling or using machines requiring moderate instruction and experience, such as computers, and software programs such as Microsoft Word, Excel, PowerPoint, or related software. Knowledge of "Tyler Munis" software.

PEOPLE INVOLVEMENT:
Requires negotiating and exchanging ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.

REASONING REQUIREMENTS:
Requires performing work involving the application of principles of logical thinking to diagnose or define problems, collect data, and solve abstract problems with widespread unit or organizational impact.

MATHEMATICAL REQUIREMENTS:
Requires using algebra working with such factors as exponents, logarithms, linear and quadratic equations; concepts of analytic geometry, differentiation, and integration of algebraic functions; statistics, applying such functions as frequency distribution, reliability, validity, and correlation techniques; finance and economics using financial and econometric models.

LANGUAGE REQUIREMENTS:
Requires reading journals, manuals, and professional publications; speaking informally to groups of co-workers, staff in other organizational agencies, the general public, and people in different organizations; presenting training; composing original reports, training, and other written materials, using proper language, punctuation, grammar, and style.

MENTAL REQUIREMENTS:
Requires using advanced professional-level work methods and practices in the analysis, coordination, or interpretation of work of a professional, engineering, fiscal, legal, managerial, or scientific nature and the ability to formulate important recommendations or make technical decisions that have an organization-wide impact. Requires sustained, intense concentration for accurate results and continuous exposure to sustained unusual pressure.

VOCATIONAL/EDUCATIONAL PREPARATION:
Requires a Bachelor's degree or education and training equivalent to four years of college education in business, accounting, finance, or a closely related field.
A Master's degree in business or public administration is desirable.

SPECIAL CERTIFICATIONS AND LICENSES:
Must possess a valid North Carolina driver's license.

EXPERIENCE REQUIREMENTS:
Requires over six years and up to ten years of experience in public finance administration, including some supervisory experience—preferred Certified Public Accountant.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:
Requires sedentary work that involves walking or standing some of the time and exerting up to 20 pounds of force on a recurring basis or routine keyboard operations. Must be able to perform basic life functions such as fingering, grasping, and repetitive motions.

ENVIRONMENTAL HAZARDS
The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS
The job requires normal visual acuity, field of vision, and hearing and speaking abilities.

JUDGMENTS AND DECISIONS
Decision-making is almost the entire focus of the job, affecting most segments of the organization and the general public; it works in a highly dynamic environment and is responsible for establishing goals, objectives, and policies.

ADA COMPLIANCE
The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Interested applicants may apply to:
Town of Waynesville,
Page McCurry, HR Director
Human Resources Department
16 S. Main Street
Waynesville, NC 28786
Or via email to pmccurry@waynesvillenc.gov
Applications will be accepted until the position is filled.