



**Date:** 07/09/2020

**Position:** Finance Director (Exempt)

**Salary:** \$67,364.55 w/5% increase after 6 month probation

**Hours:** 8:30am-5pm

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*The purpose of the class is to perform a variety of 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.*

## **ESSENTIAL TASKS**

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class 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 work of others; 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 for the adequate training and development of department staff.

Performs or assists subordinates with the more difficult duties; investigates and corrects technical errors.

Serves as the Town's chief financial adviser, providing direct assistance to the Town Manager and Town Board in financial matters and regarding various special projects.

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

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

Develops, analyzes and interprets statistical and accounting information in the evaluation of the fiscal soundness and operating effectiveness of the Town.

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 bidder who best meets the needs of the Town; negotiates and arranges financing agreements with successful bidder.

Prepares year-end journal entries.

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

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

Prepares a variety of 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 various 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; 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, power point or related software. Knowledge of "Munis" software.

**PEOPLE INVOLVEMENT:**

Requires negotiating, 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 other 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 for 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 Bachelor's degree or education and training equivalent to four years of college education in business, accounting, finance or closely related field. 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 and including 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 involves exerting up to 20 pounds of force on a recurring basis or routine keyboard operations. Must be able to perform basic life functions of fingering, grasping and repetitive motions.

### **ENVIRONMENTAL HAZARDS**

The job risks exposure to no known environmental hazards.

### **SENSORY REQUIREMENTS**

The job requires normal visual acuity and field of vision, 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; works in a highly dynamic environment; 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.

**Interested applicants may submit an application to:**

**Town of Waynesville,  
Brittany Angel, HR Specialist  
Human Resources Department  
16 S. Main Street  
Waynesville, NC 28786**

**Or via email to [bangel@waynesvillenc.gov](mailto:bangel@waynesvillenc.gov)**

**Applications will be accepted until August 10, 2020**