



FINANCE DIRECTOR

DEPARTMENT: Administration	REPORTS TO: Town Manager	
POSITION TYPE: Full-time	SALARY: Commensurate w/Experience	FLSA STATUS: Exempt
The following is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.		

GENERAL DESCRIPTION: Performs complex executive work planning, organizing and directing the financial activities of the Town, and related work as required. Work involves setting financial policies and goals under the direction of the Town Manager. Provides leadership and exercises supervision over department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Plans, organizes and directs the operations of the Finance Department, including disbursement and accounting of municipal funds, and preparation of monthly, quarterly, and annual reports. Serves as a member of the team, along with the Town Manager in the preparation of the general operating and capital budgets; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures; works with the Manager in directing the formulation of Town financial policies and in the preparation of the annual budget; prepares budget amendments and journal entries.

- Plans, assigns, and supervises the work of finance department staff
- Reviews and monitors ongoing administration of budget, monitors revenues and expenditures
- Performs fiscal analysis, trend analysis, revenue forecasting, debt service planning, capital budgeting and planning, financial reporting, and related financial management tasks
- Submits periodic statements of financial condition to Town Manager and Board, as directed
- Meets with department directors to discuss financial issues, oversees maintenance of financial records for each department
- Reviews budget system and financial conditions and develops methods of improvement
- Assists auditors during the annual audit of Town financial records; follows up on findings to improve financial systems
- Maintains a general accounting system for the Town
- Recommends for approval budget amendments and transfers
- Manages receipt and investment of Town revenues
- Performs related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of general laws and administrative policies governing financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government. Must have thorough knowledge of the principles and practices of a local government purchasing system; the practices, methods and laws relating to local government bond financing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports and develop long range financial plans; ability to plan, organize direct and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships with Town officials, associates and the general public.

PHYSICAL REQUIREMENTS: This work is sedentary and requires little to no exertion of force; work regularly requires sitting and occasionally requires repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and

activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office with computer printers, light traffic).

EDUCATION AND EXPERIENCE: Bachelor's degree with coursework in accounting, finance, or related field and 7-10 years of extensive experience of an increasingly responsible nature in public financial management. Government accounting experience preferred.

SPECIAL REQUIREMENTS:

Possession of Certified Public Accountant designation or ability to obtain. Final applicant subject to pre-employment drug screening and background check.

BENEFITS: 5% 401k Contribution; NCLGRS Enrollment; Paid Medical, Dental, Vision, Disability, Life Insurance Policy; PTO; Tuition Assistance and more.

CLOSING DATE: Open Until Filled

SALARY: Commensurate with Experience

CONTACT AND SUBMITTAL INFORMATION

Human Resources Director
Town of Waxhaw
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Waxhaw, NC 28173

EMAIL: wdavenport@waxhaw.com

ONLINE APPLICATION: AND UPLOAD RESUME AND COVER LETTER: www.waxhaw.com

The Town Of Waxhaw Is an Equal Opportunity Employer