



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

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Finance Director

The Town of Valdese is seeking a service-oriented professional with outstanding leadership and interpersonal skills in addition to strong local government finance experience to serve as our Finance Director. The Town of Valdese is committed to providing an encouraging atmosphere that supports job satisfaction and professional growth for all town staff. Valdese, (approximate population 4,500) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles west of Charlotte, where the "foothills meet the mountains". Founded in 1893 by twenty-nine Waldensian settlers from the Cottian Alps of Italy, we have a deep respect for our unique heritage which we celebrate annually with special events and festivals. We have a thriving downtown featuring specialty restaurants, shops and historic attractions. The Town has a council-manager form of government; consisting of a mayor and five councilmembers, representing five wards, each elected at-large in non-partisan elections. The Town provides a full range of municipal services with a current operating budget of \$10.4 million. The budget includes a total General Fund budget of \$5.6 million and Utility Fund budget of \$4.7 million.

An integral part of the Town's leadership team, the Finance Director manages and administers the operations of the Town's finance department. We are seeking a motivated and creative individual who can optimize long-term value to our citizens and equity stakeholders. The ideal candidate will have the skills to effectively manage staff, and have the accounting knowledge and abilities required to oversee the operations of the finance department; including budget development, payroll, subsidiary functions for financial reporting, treasury, investments, billing and collections of taxes and municipal services, risk management and other accounting divisions and operations.

As the chief financial officer for the Town of Valdese, this position requires comprehensive knowledge of general law and administrative policies governing municipal financial practices and procedures; competence in the principles, practices, and laws of accounting, and municipal bond financing for a local government; and familiarity with Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP). Our new Finance Director should be an experienced leader with a strong desire to guide and mentor departmental staff.

Education Requirements:

Graduation from an accredited college or university with a bachelor's degree or higher in accounting, business, finance, public administration, or a related field. Certification or licensure as a certified public accountant or certified local government finance officer is preferred.

Experience:

A minimum of five (5) years of experience in public finance management; preferably in local government.

Special Requirements:

Valid North Carolina Driver's License. Licensed as a CPA or Government Financial Officer Certification by the North Carolina Governmental Finance Officers Association, or ability to obtain.

Compensation and Benefits:

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The salary range of this position is \$69,783-\$104,686. The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation and sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule.

Contact and submittal information:

Courtney Kennedy
Human Resources Director
P.O. Box 339
Valdese, NC 28690

Email: ckennedy@valdesenc.gov

Telephone: 828-879-2117

Hand delivery: Valdese Town Hall, 102 Massel Avenue SW, Valdese, NC 28690

Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting www.townofvaldese.com.

Deadline: Open until filled. First interviews will be held on August 21, 2018.

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer.

FINANCE DIRECTOR

General Statement of Duties

Performs complex professional and difficult administrative work in planning, organizing, and directing the financial activities of the Town.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs the disbursement and accounting of revenues and expenditures for the Town. Work involves supervision and participation in accounting, collections, utility billing and customer service, payroll, purchasing, human resources, and risk management for the Town. In addition, the employee attends meetings of the Town Council to present requested financial reports and information and advises the Council and the Manager on fiscal matters. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government financial operations. The employee is not subject to any adverse working conditions. Work is performed under the general direction of the Town Manager and is evaluated through conferences, reports, and by an independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes, and directs the operations of the Finance Department, including disbursement and accounting of municipal funds, payroll, purchasing, fixed assets, cash management, investments, risk management, accounts payable and receivable, utility billing and customer service, tax collections; and preparation of monthly, quarterly, and annual reports.

Hires, trains, provides performance coaching and evaluation, motivates, communicates and leads employees in creating a high performance team.

Assists the Town Manager in the preparation of the general operating and capital improvements 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 including coordination of revenue projections; prepares and presents budget amendments.

Manages receipt and investment of all Town revenues; reviews and monitors ongoing administration of budget; monitors revenues and expenditures; manages capital budgets; reviews budget system and financial conditions and develops methods of improvement.

Researches, recommends and maintains appropriate financial package software and peripherals.

Manages the issuance of town debt and administers the Town's debt service program.

Assists the auditors during the annual audit of Town financial records; follows up on findings to improve financial systems.

Submits to the Town Manager and the Town Council periodic statements of the financial condition of the Town; prepares budget amendments.

Performs fiscal analysis, trend analysis, revenue forecasting, debt service planning, capital budgeting and planning, financial reporting, and related financial management tasks.

Coordinates the Town's purchasing and risk management programs in property, casualty, and liability areas as well as workers' compensation and other employee insurances.

Performs grant accounting.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.

Thorough knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Thorough knowledge of the principles and practices of automated systems and their use in a municipal environment; skill in the use of spreadsheets for tracking and analysis.

Thorough knowledge of the Town's personnel, purchasing, and budgeting policies and procedures.

Considerable knowledge of modern and effective supervisory principles and practices including motivation, communication, leadership, performance coaching and evaluation.

Considerable knowledge in the laws, regulations, principles and practices involved in modern and effective human resources administration.

Skill in collaborative conflict resolution.

Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms, and records.

Ability to plan, organize, direct, and evaluate the work of subordinate employees in the specialized field of accounting.

Ability to design and prepare analytical or interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials, and with other Town employees.

Ability to conduct long range fiscal planning.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Physical Requirements

Must be able to physically perform the life support functions of fingering, feeling, talking, hearing, reaching, stooping and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and statistics, operate a computer terminal, perform accounting duties, and do extensive reading.

Desirable Education and Experience

Graduation from a four year college or university with a degree in accounting or business and considerable experience in public finance administration including some supervisory experience; or an equivalent combination of education and experience. Prefer Finance Officer Certification and/or CPA.