

FINANCE DIRECTOR

Hiring Range: **\$85,000.00 – \$101,000.00** DOQ/DOE

General Statement of Duties

Performs difficult professional and managerial work in planning, organizing and executing the Town's financial activities.

Distinguishing Features of the Class

An employee in this class plans and manages the processes for the receiving, disbursing, and accounting of revenues and expenditures for the Town. Work involves providing financial assistance to the Manager and Board and supervising and/or performing duties involving capital and operating budgets; purchasing; accounting including general ledger, accounts payable and receivable and payroll; cash investments; debt financing; grant accounting; risk management, and financial reporting functions. In addition, the role participates in a substantial way in human resource management for the organization. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established Town finance procedures, personnel policies, local ordinances and North Carolina General Statutes governing the responsibilities of local government fiscal operations. 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

- Supervises and participates in the operations of the Finance Department including disbursement and accounting of Town funds and preparation of monthly, quarterly, and annual reports.
- Advises Town Manager and Town Board regarding financial and budgetary matters; provides advice on financial problems, financing options, internal control systems, trend analysis and projections, and other related fiscal analysis; researches and recommend financial policies and procedures.
- Prepares accounting records including detailed records for ledgers; monitors the accounting of capital improvement funds or special funds to ensure compliance with regulations; performs grant accounting and internal audit; maintains a general accounting system for the Town and financial records for each department; maintains separate accounts for items of appropriation in the budget, including amount of the appropriation, amounts paid, unpaid obligations against the account, and the unencumbered balance; prepares budget amendments.
- Participates significantly 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 Town Manager in directing the formulation of Town financial policies and in the preparation of the annual budget.
- Manages staff; ensures proper training is provided; coaches, mentors, motivates and evaluates performance; supervises and participates in accounts payable, payroll, bank

reconciliations, and related paraprofessional accounting tasks; audits accounts receivable.

- Prepares and submits a wide variety of financial reports in response to legal requirements, regulatory requirements and generally accepted accounting practices.
- Manages receipt and investment of all revenues.
- Participates significantly in human resource administration including on-boarding staff, benefits administration, salary administration, personnel policy maintenance and interpretation, problem-solving, and program management.
- Reviews budget system and financial conditions and develops methods of improvement.
- 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 Board periodic statements of the financial condition of the Town; prepares all annual financial reports for submission to appropriate entities for review.
- Performs risk management responsibilities for the Town including property, liability, casualty, workers' compensation and related issues.
- Performs grant accounting, debt service, FEMA accounting and other financial management.

Additional Job Duties

- Assists the Town Manager with special projects and other activities.
- Performs related duties as required.

Recruitment Guidelines

Knowledge, Skills and Abilities

- Thorough knowledge of North Carolina General Statutes and of local ordinances governing Town financial practices and procedures.
- Thorough knowledge of the principles and practices of public finance administration, including principles and practices of governmental accounting.
- Thorough knowledge of the principles and practices of a Town budgeting and purchasing systems.
- Considerable knowledge of the computer hardware and software applications including networking principles and practices and applications appropriate to financial forecasting and controls and other Town functions.
- Considerable knowledge of the Town's personnel policies and procedures and effective human resources principles and practices.

- Knowledge of modern and effective supervisory principles and practices including motivations, communications, mentoring, team building, conflict resolution, leadership, and performance coaching and evaluation.
- Skill in collaborative conflict resolution, teamwork and internal and external customer service excellence.
- Ability to prepare a variety of spreadsheets for trend and other financial analysis.
- Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records.
- 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 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 basic life support functions of standing, walking, lifting, fingering, grasping, feeling, talking, hearing, 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 to lift, carry, push, pull or otherwise move objects.
- Must possess the visual acuity to prepare and analyze data and figures, to prepare accounting reports, to operate a computer terminal, and to read extensively.

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 CPA.

Special Requirements

Ability to obtain Finance Officer certification from the School of Government within three years.

Salary/Benefits

The full salary range for this position is **\$80,914.00 – \$121,371.00**. The expected hiring range for the position is **\$85,000.00 – \$101,000.00**. The hiring rate will be based upon education and experience. This position is eligible for up to a 5% increase after 6 months of service. The candidate will serve a 12-month probationary period.

The Town of Maggie Valley also offers a competitive benefits package including:

- Employer Paid Health, Vision, and Dental Insurance for all full-time employees and 80% coverage for dependents.
- Employer Paid Vacation and Sick Leave
- 12 Paid Holidays
- 5% 401k Employer Contribution.
- Employer Paid Life Insurance (\$20,000)
- Participation in the NC Local Government Retirement System

A full summary of benefits is attached to this advertisement.

FLSA Status

Exempt (Not eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate)

Schedule/Hours

This is a full-time position (40 Hours per week) with benefits. The schedule for this position will be Monday - Friday 8:00 AM to 5:00 PM. Applicant must be available to work evening meetings and other flexible schedules as needed.

To Apply

Interested Candidates must submit by email a completed application, cover letter, resume, and two job-related references (email & phone number) to Town Manager Sam Cullen at scullen@maggievalleync.gov

Applications may be found on the Town of Maggie Valley website or by following the link below.

<https://www.maggievalleync.gov/i-want-to/apply-for/>

This position closes July 2nd, 2026. Interviews are expected to begin in mid-July. Interested applicants must submit a complete application packet by close of business at 5pm on July 2nd, 2026.

The Town of Maggie Valley is an Equal Opportunity Employer.



Town of Maggie Valley

Summary of Employee Benefits General Employees

- Health Insurance – Aetna thru the State Health Plan – Town pays for 100% of employee coverage and 80% of family coverage. (1st of month following date of hire)
 - Employee Only – no cost to employee
 - Employee/Child(ren) - \$21.00 per pay period
 - Employee/Spouse - \$68.00 per pay period
 - Employee/Family - \$68.00 per pay period
- Dental Insurance – Town pays for 100% of employee coverage and 80% of family coverage. (1st of month following date of hire)
 - Employee Only – free to employee
 - Employee/Child(ren) - \$5.34 per pay period
 - Employee/Spouse - \$2.94 per pay period
 - Employee/Family - \$6.43 per pay period
- Vision Insurance – Town pays for 100% of employee coverage and 80% of family coverage. (1st of month following date of hire)
 - Employee Only – free to employee
 - Employee/Child(ren) - \$0.60 per pay period
 - Employee/Spouse - \$0.60 per pay period
 - Employee/Family - \$1.20 per pay period
- Life Insurance – Town pays for a \$10,000 policy for general employee and \$20,000 policy for department heads.
- Retirement – Local Governmental Employees Retirement System – Employees contribute 6% and the Town contributes 15.10% for General employees
- Empower 401k – Town contributes 5% for General employees.
- Vacation Schedule based off tenure in the LGERS/TSERS:
 - 0-2 years = 10 days
 - 3-4 years = 12 days
 - 5-9 years = 15 days
 - 10-14 years = 18 days
 - 15-19 years = 20 days
 - 20 + years = 25 days

- Holiday Schedule:
 - New Years Day
 - Martin Luther King
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving (Thursday & Friday)
 - Christmas (three days)

- Sick Leave = 12 days per year

- Longevity Bonus -
 - 0-2 years = \$150
 - 3-4 years = \$200
 - 5-9 years = \$300
 - 10-14 years = \$400
 - 15-19 years = \$500
 - 20 -24 years = \$750
 - 25+ Years = \$1,000

- Voluntary Benefits (Payroll Deduction)
 - Colonial Insurance – Life, Cancer, Disability, Accident
 - Allstate Insurance – Accident

Town of Maggie Valley
 Organization Chart
 January 2026

