



FLSA Classification: Exempt

Reports to: Town Manager

Date written/reviewed: Oct., 2025

Date Application's Close: Open Until Filled

Type: Full Time

Hiring range: 71,500 to 80,000 (DOQ)

I. General Statement of Duties

Under the supervision of the Town Manager, responsible for all of the financial transactions for the Town including budgeting, utility billing, accounts payable, payroll, record keeping, cash management and various other duties as assigned.

II. Qualification Requirements

To perform this job successfully, an individual must be able to perform each of the essential functions satisfactorily. The requirements listed below are a representation, not an all-inclusive listing, of the knowledge, skill and/or abilities required.

III. Essential Functions

Duties and Tasks

1. Plans and directs all operations of the Finance Department and management of the Town's financial records
2. Supervises the annual audit process and internal control procedures.
3. Carries out fiscal management policies as directed by NC General Statutes or as set by the Town Council.
4. Assist the Town Manager with the annual budget process.
5. Assists with the Comprehensive Annual Financial Report.
6. Develops recommendations for and oversees the Town's risk management and insurance program.
7. Oversees maintenance of the Town's capital assets program.
8. Works with various local, state, federal and private agencies to administer grants and other revenues received by the Town.
9. Performs other duties as required or assigned

(This listing is intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

IV. Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

1. Knowledge of local government fiscal requirements general statutes and basic governmental accounting principles.
2. Must have the ability to work well and communicate effectively with the general public, fellow employees, the Town Manager, and Town Council.
3. Strong administrative and supervisory skills to manage department personnel.
4. Ability to perform complex financial transactions using a variety of financial software programs.
5. Local Government Finance Officer Certification will be required within a reasonable time period.

Desirable Education and Experience

1. Bachelor's degree in accounting, business administration, public administration or related field and
2. Three to five years of local government experience with progressive supervision.
3. Master's degree, CPA license or finance officer certification preferred.

The successful applicant is subject to a criminal background check, a pre-employment drug screening and must be bondable as condition of employment

To apply please send a cover letter, resume, and references to Nicole Mayes, HR Director/Town Clerk at nmayes@taylorsvillenc.com.