

FINANCE DIRECTOR  
TOWN OF ELIZABETHTOWN, NC

**Position Type:** Full-Time

**Application Deadline:** Open Until Filled

Position Summary

The Town of Elizabethtown, North Carolina is seeking a highly qualified and experienced professional to serve as Finance Director. This senior management position is responsible for directing all financial operations of the Town and ensuring sound fiscal management, transparency, and compliance with applicable laws and regulations. The Finance Director reports to the Town Manager and works closely with the Mayor and Town Council.

Key Responsibilities

- Direct and oversee all accounting, financial reporting, and internal control functions of the Town.
- Prepare, administer, and monitor the annual operating and capital budgets.
- Ensure compliance with North Carolina General Statutes, Local Government Commission requirements, and GAAP
- Coordinate and manage the annual independent audit and serve as liaison to external auditors
- Oversee cash management, investments, debt service, and banking relationships
- Supervise finance department staff, including performance management and professional development
- Oversee utility billing, accounts payable, accounts receivable, payroll, and purchasing functions
- Develop and maintain financial policies, procedures, and internal controls
- Provide long-range financial planning, revenue forecasting, and capital planning support
- Prepare financial reports and presentations for Town Council meetings

Qualifications

Bachelor's degree in accounting, business administration, finance, or related fields and extensive work experience in finance administration or accounting or any combination of education and experience that produces the required knowledge, skills, and abilities to perform the responsibilities listed above. A master's degree or CPA is preferred. Candidate must possess a valid North Carolina Driver's License and pass a criminal background check.

Applicants are to submit a cover letter, resume, and employment application by email to [manager@elizabethtownnc.org](mailto:manager@elizabethtownnc.org). Starting salary is dependent upon qualifications. Benefits package included.

The Town's website is [www.elizabethtownnc.org](http://www.elizabethtownnc.org) and application forms are available online under "Employment". The Town of Elizabethtown is an equal opportunity employer.