

# FINANCE DIRECTOR

Coats, North Carolina



**COATS**  
NORTH CAROLINA  
*Celebrating Earth & Sky*

## The Position

This is a career role that involves overseeing the town's financial operations. Coats is a small but growing town in Harnett County, only 4 miles from Campbell University and between Raleigh and Fayetteville. The Finance Director performs complex professional and responsible managerial and supervisory work in planning, organizing, directing, and executing the financial activities of the town. As Chief Fiscal Officer of the town, the Finance Director plans, installs, and maintains a central accounting system, including pre-audit and other financial controls.

## The Candidate

We are seeking a credible, creative, and unifying leader who is deeply committed to the success of our organization and is a strategic big-picture thinker. Candidates should bring strengths in both external relations and people-centered leadership with an ability to balance the two. A positive, customer-focused orientation, an ability to deliver high-quality products on time, and an ability to be a strong contributing peer in staff and inter-agency team is required.

## Education & Experience

### Minimum Qualifications

Ideal Candidate: Associate's degree in Accounting or Business Administration and a minimum of five years of experience in public finance, accounting, and recordkeeping activities; supervisory experience preferred; or an equivalent combination of education and experience.

### Preferred Qualifications

Bachelor's or Master's degree in Business Administration, Accounting, or Finance, with at least 5 to 10 years of local government financial management experience.

## Knowledge & Skills

- Considerable knowledge of North Carolina General Statutes
- Considerable knowledge of local ordinance governing municipal financial practices, procedures, GASB pronouncements and investments
- Considerable knowledge of utilities' financial requirements
- Considerable knowledge of the principles and practices of public finance administration
- Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records
- Work involves support in maintaining and reconciling the general accounting system and financial records of the town. This includes: accounts payable, accounts receivable, utility billing, collections, purchasing, payroll, and data management
- Advises Department Heads and Town Manager in review of estimates and preparation of budget

## Duties & Responsibilities

- Plans, organizes, and performs fiscal operations for the Town, including accounting of municipal funds, financial reporting, journal entries, revenue estimation, and advising the Board and Town Manager on fiscal issues
- Balances bank statements
- Maintains financial records for each department
- Manages receipt of town revenues, reviews, and monitors ongoing administration of the budget
- Complies data; monitors revenues and expenditures; researches interest rates and tracks spending; transfers cash
- Assists auditors during the annual audit of the Town's financial records
- Prepares a variety of financial reports; submits payroll and financial reports to state and federal agencies
- Oversees staff and shares in the work of utility billing, customer service, public works staff work orders, and accounts payable activities
- Must have the physical ability to carry out the basic operational responsibilities of the position, including light physical activity
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting processes
- Related duties as required

Anticipated Hiring Range: \$65,000 - \$80,000 DOQ

Benefits: Paid Medical, dental, vision, life, and longevity; and NC LGERS (Retirement) Enrollment

### HOW TO APPLY:

Individuals interested in this position are required to submit both a cover letter and a current résumé.

Please submit your application materials by emailing information to Samantha Wullenwaber, Executive Director of MCRC, at [swullenwaber@mccog.org](mailto:swullenwaber@mccog.org) with the subject line **“Coats Finance Director.”**

If you have questions regarding this announcement, please call Samantha Wullenwaber at 910-536-3552.

The position will remain open until filled; however, the screening process will move quickly.

The Town of Coats is an equal opportunity employer and is strongly committed to enhancing the diversity of its workforce.

Mid-Carolina Regional Council  
6205 Raeford Road  
Fayetteville, NC 28304



**MID-CAROLINA  
REGIONAL COUNCIL**  
*Creative Regional Solutions*

Mid-Carolina Regional Council is a voluntary coalition of local governments and functions as a multi-county planning, development, and human services organization. The Council provides technical assistance to our local governments and administers programs that benefit our region's citizens. The Council's mission is to provide creative regional solutions to relevant and emerging issues in Cumberland, Harnett, and Sampson Counties. North Carolina provides a standard of excellence in the delivery of federal, state, and regional services for our communities.