



# CHIEF FINANCIAL OFFICER

## TOWN OF MOORESVILLE, NORTH CAROLINA

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PUBLIC SECTOR EXECUTIVE RECRUITMENT



# THE COMMUNITY

The Town of Mooresville, North Carolina (2021 est. pop. 51,594) is located approximately 25 miles north of Charlotte in the southwestern section of Iredell County. Interstate 77 connects the town to the South Carolina border and north to the Virginia state line.

Sunny days, safe neighborhoods, an exceptional school system, as well as a wide array of parks and recreation options make Mooresville a wonderful place to live. Lake Norman offers hiking, fishing, jet skiing, and paddleboarding along 500 miles of shoreline, and Lake Norman State Park features over 30 miles of stunning wooded trails. The town's inviting downtown features a charming blend of old and new, with its historic murals, fine dining, art galleries, antique shops, and more. Families especially enjoy Zootastic Park and Lazy 5 Ranch, which features a drive through safari, and the world-class kart track at GoPro Motorplex.

Known as "Race City USA," Mooresville is home to many NASCAR racing teams and drivers, as well as racing technology suppliers. Also located in Mooresville is the corporate headquarters of Lowe's Corporation and Universal Technical Institute's NASCAR Technical Institute. Mooresville features two automotive museums and the North Carolina Auto Racing Hall of Fame.

Mooresville is primarily served by the Mooresville Graded School District, along with the Iredell-Statesville school system. Students have the option of attending public, private, or charter schools. Mitchell Community College has a campus located in Mooresville as well.

Mooresville is a vibrant and growing community that combines a rich and historic past with a clear vision for the future. To learn more, visit <https://www.visitmooresville.com/>.



## THE ORGANIZATION

The Town of Mooresville has a council - manager form of government. The Board of Commissioners and mayor formulate policy for the administration of the Town and function as the governing body. The mayor serves as chief executive officer and the official head of the town government and is elected in a nonpartisan election to serve two-year terms. The mayor pro tempore performs the duties of the mayor in the mayor's absence or disability. The mayor pro tempore has no fixed term of office but serves in such capacity at the discretion of the remaining members of the board.



**51,594**

2021 Population



**\$79.7M**

FY2023 General  
Fund Budget



**AAA**

S&P Rating



**542**

City FTEs

# THE POSITION

The Chief Financial Officer plans and directs the disbursement and accounting of revenues and expenditures for the Town. Duties include supervision of the budget, purchasing, accounting, utility billing and collections, general revenue collections, and payroll operations. Work is performed under the direction of the Town Manager and is evaluated through conferences, reports, and by an independent audit of financial records. The Chief Financial Officer directly oversees the Deputy Finance Director, Financial Services & Deputy Finance Director, Accounting Services.

## Responsibilities of the position include:

- Plans, organizes, and directs the operations of the Finance Department, including disbursement and accounting of municipal funds, billing, and preparation of monthly, quarterly, and annual reports; supervises staff assisting with these duties.
- Serves as a member of the team, along with 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 Town Manager in directing the formulation of Town financial policies and in the preparation of the annual budget.
- Manages receipt and investment of Town revenues.
- Reviews and monitors ongoing administration of budget, monitors revenues and expenditures.
- 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.
- Maintains a general accounting system for the Town; oversees maintenance of 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.
- Submits to the Town Manager and the Town Board periodic statements of the financial condition of the Town.
- Performs fiscal analysis, trend analysis, revenue forecasting, debt service planning, capital budgeting and planning, financial reporting, and related financial management tasks.
- Manages the Town's capital spending including making recommendations to the Town Manager and the Town Board regarding issuance of debt and manage the process when the Town Board determines debt should be issued for a specific project.
- Recommends for approval budget amendments and transfers.
- Performs other duties as required.



## VISION

A safe, vibrant, and diverse community that is inclusive to all.



## MISSION

To enhance the quality of life in our community by providing high-quality services and directing well-planned growth while encouraging inclusion and belonging.



## VALUES

**PRIDE** in each job and interaction while treating every person we encounter with dignity and respect.

**INTEGRITY** in our action while maintaining the trust of our community and respect for each other.

**COMMITMENT** to a culture of diversity and equity that empowers our community and includes all voices.



# LEADERSHIP OPPORTUNITIES

- **Participating in the Town's growth.** Mooresville is positioned for continued, rapid growth. The Chief Financial Officer will have the opportunity to work on a variety of issues affecting the Town's growth. These issues include developing a sustainable approach for debt management, capital improvement planning and becoming knowledgeable about the use of development financial tools. Leads the CIP priorities; and coordinates and collaborates across Town departments to facilitate communication and engagement of the workforce and the public.
- **Budget planning and financial analysis.** Rapid growth requires an ongoing review of staffing, infrastructure, and equipment necessities to ensure that community needs are being met. As part of the executive leadership and management team, the Chief Financial Officer will work with department heads to anticipate and analyze these needs, project financial impacts, and assist the Town Manager in presenting research and recommendations to the Board of Commissioners.
- **Organization Development.** Provides leadership, direction, and fosters accountability; coaches and collaborates with the Deputy Finance Directors as they work with staff to deliver internal and external services within the organization. Supports the development of an organizational culture that develops, values, motivates, and empowers staff and engenders the trust and confidence of the Town leadership and other stakeholders.
- **Process improvements.** The Town will look to the Chief Financial Officer as a collaborative strategic partner who will assess, evaluate, and implement financial accounting system needs and short- and long-term business processes including procurement and grant management while maximizing technology to automate and improve internal and external efficiencies and service delivery.
- **Financial policies.** The Chief Financial Officer will lead a comprehensive review and analysis of all financial policies from a futuristic, transparent and customer centric lens and recommend changes.



## DESIRED CAPABILITIES

The desired candidate must be able to exercise considerable independent judgment and initiative in planning and directing the fiscal control system. In addition, qualified candidates will possess:

- 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.
- Considerable knowledge of supervision including motivation, communication, leadership, performance coaching and evaluation.
- Ability to obtain a thorough working knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.
- 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 supervisors and employees in the specialized field of accounting and collections.
- Ability to design and prepare analytical or interpretative financial statements.
- Ability to establish and maintain effective working relationships with the public, departmental managers, 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.



## EDUCATION AND EXPERIENCE

This position requires a bachelor's degree in business administration, public administration, public policy or a related field and seven to ten years of progressively responsible experience as a senior level government executive, or an equivalent combination of education and experience. Master's degree preferred. Certified Public Accountant (CPA) and licensed to practice in North Carolina preferred. Designation as a Certified Municipal Finance Officer (CMFO) by the state of North Carolina or the ability to obtain certification within two years of employment or meet exemption requirements is required.



# COMPENSATION AND BENEFITS

The salary range for this position is \$100,736 - \$157,547, with an expected starting salary range of \$128,960 - \$157,547. This position is also eligible for a \$3,000 sign-on bonus. The Town offers a competitive benefits package to include medical, vision, and dental coverage, life insurance, 401(k), State Retirement System, flexible spending accounts, and several other benefits.

## APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

<https://governmentjobs.com/careers/bakertilly>

**This position is open until filled and applications will be reviewed as they are received.**

For more information, please contact Anne Lewis at [anne.lewis@bakertilly.com](mailto:anne.lewis@bakertilly.com) or 703.923.8214, or Yolanda Howze at [yolanda.howze@bakertilly.com](mailto:yolanda.howze@bakertilly.com) or 312.240.3401.

For more information about The Town of Mooresville, visit <https://www.mooresvillenc.gov/>

*The policy of the Town of Mooresville is to foster, maintain, and promote equal employment opportunities. Mooresville will recruit, hire, train, and promote employees without discrimination because of race, religion, color, marital status, veteran status, physical or mental disability, national origin, sex, or age.*

