



Finance Director  
Town of Biltmore Forest

The Town of Biltmore Forest (pop. 1,357) is seeking an experienced finance and accounting professional to serve as Finance Director. Biltmore Forest, a historic community located adjacent to the City of Asheville, Biltmore Estate, and Blue Ridge Parkway, offers a high quality of life and high service level to the citizens within its small town.

The ideal candidate should have education and work experience to perform, at minimum, the following duties:

- Ensure day-to-day accounting and fiscal activities conform to generally accepted accounting principles (GAAP) and the North Carolina Local Government Budget Fiscal Control Act
- Ensure financial reporting adheres to generally accepted accounting principles
- Mitigate risks associated with financial internal controls through policy/procedure development and monitoring of policies/procedures
- Produce monthly financial reports for the Town and Board of Commissioners

The successful candidate will perform or oversee general ledger accounting, including multi-year funds, accounts payable, annual financial audit, payroll, treasury and cash handling, records management, and employee records, among other tasks.

#### Other Details

The Finance Director reports directly to the Town Manager and is a member of the Town's management team. The Town utilizes SmartFusion for its financial accounting system. The Town has received several awards from the Government Finance Officers' Association reflecting our efforts to achieve best practices in local government finance, including:

*Certificate of Achievement – Comprehensive Annual Financial Report (2015-2019)*

*Award for Outstanding Achievement – Popular Annual Financial Report (2017-2019)*

*Distinguished Budget Award Presentation – (2018-2019)*

#### Selection Criteria and Process

The Town requires a bachelor's degree from an accredited college or university; 3-5 years of progressively responsible accounting and fiscal administration experience, preferably with NC local governments. Consideration may be given for an equivalent combination of education and experience. Preference also given to candidates with CPA designation or NC Government Finance Officers Association certification.

Hiring salary is commensurate with qualifications and experience. The Town provides a generous benefits package, including membership in the NC Local Government Retirement System; 5% 401(k) contribution with no match; 100% employee paid health insurance through the NC State Health Plan and half the cost of dependent insurance; dental, vision, and life insurance; monthly contribution to a health reimbursement account; vacation and sick leave; and eleven (11) paid holidays per year.

The Town of Biltmore Forest is an equal opportunity employer and encourages all interested applicants to apply. Submit cover letter, resume, and references to [jkanipe@biltmoreforest.org](mailto:jkanipe@biltmoreforest.org). Position is open until filled, with initial candidate review beginning March 26, 2021. For prior budgets, audits, and annual financial reports, please visit [biltmoreforest.org/finance](http://biltmoreforest.org/finance).