# THE TOWN OF DUNCAN, SOUTH CAROLINA

## ABOUT US

Centrally located between Greenville and Spartanburg, SC, Duncan benefits from a close proximity to I-85 and Hwy 29, making Duncan an ideal place for industrial businesses to locate. Flanked to its north by the Middle Tyger River and to its south by the South Tyger River (not to mention the **Shipwreck Cove** waterpark), Duncan has no shortage of water fun for everyone! The new **Duncan Event Center at Stone Ledge Park** is available to host special events, and Tyger River Park, a premier sports complex with large playground and amphitheater, also adds to the great quality of life enjoyed in and around Duncan.

# FINANCE DIRECTOR POSITION

## SALARY $80,000 - $95,000

The Town of Duncan, SC (4,041 pop.) is seeking is a Finance Director to lead its financial operations and play a key role on the Town's leadership team. Reporting to the Town Administrator, this role oversees budgeting, financial reporting, and compliance while helping guide the Town's continued growth and financial stability.

## PLEASE APPLY BY SEPTEMBER 30, 2026

## GENERAL PURPOSE

The Finance Director is under the direction and supervision of the Town Administrator. This position is responsible for performing a variety of general accounting functions including preparing various financial reports, analyzing and reconciling accounts, ensuring accounts payable and receivable entries are correct, preparing payroll and payroll reports, assisting in the creation of the annual fiscal year budget, and preparation for the annual independent audit. Ensures financial reporting and procedural compliance with all applicable federal, state, and local regulations as well as generally accepted governmental and accounting principles. This position requires frequent interaction with others and requires tact, diplomacy, and excellent problem-solving abilities.

## SUPERVISION RECEIVED AND EXERCISED

This position supervises the Finance Clerk. This position receives direct supervision from the Town Administrator.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

May include, but are not limited to, the following:

• Works with the Town Administrator to compile and prepare the city's annual fiscal year budget, administers budget after adoption by Town Council and provides budget monitoring and analysis on an on-going basis

• Works with the Town Administrator on the creation of the budget calendar

• Reconciles bank accounts on a monthly basis

• Maintains, reconciles, and audits an array of general ledger accounts, sub-ledgers, reports, and schedules including but not limited to accounts receivables, accounts payables, deferred revenues, escrows, grants, and other accounts and /or schedules as assigned

• Supervises and reviews all disbursements and expenditures through the accounts payable processes

• Prepares reports and statements in accordance with state and federal financial requirements

• Prepares accurate and timely financial reports for the Town Administrator and Town Council and other agencies and departments required by law and as directed by the Town Administrator

• Maintains accounts and reports any abnormal activity to the Town Administrator

• Researches, analyzes, and makes recommendations to the Town Administrator regarding various accounting related issues such as conformance with city ordinances and policies

• Assures financial accuracy and compliance with internal policies and procedures

• Assists in maintaining internal accounting control systems for the organization

• Oversees all aspects of payroll production including ensuring accurate entry of time sheets, hours, type codes and calculations, processing pay adjustments, processing direct deposits and reports

• Monitors, prepares, and reconciles all supplemental payments (i.e., child support, garnishments, etc.)

• Responsible for compliance with legal and federal requirements and timely reporting as they pertain to payroll issues

• Reconciles and prepares payment for monthly insurance billing

• Selects, supervises, trains and evaluates the Finance Clerk

• Maintains financial transparency information for the Town website

• Prepares monthly sales tax reports

• Responsible for ensuring both fiscal and calendar year end procedures are completed in an accurate and timely manner

• Reviews contracts and disbursement requests to determine that expenditures are made in accordance with approved contract terms and budgetary provisions

• Responsible for tracking and maintaining the fixed asset ledgers including additions and deletions and the year-end depreciation journal entries

• Reconciles, prepares, and reports W-2s

• Provides administrative support by filing and gathering reports, creating, and preparing spreadsheets for special projects and providing assistance and information on financial and accounting issues

• Researches and prepares schedules for grant reporting, maintains the grant project ledger, and completes reports for reimbursements

• Oversees preparation of audited financial statements and special audits by coordinating audits with external auditors and preparing schedules and reports for financial statements

• Performs any other related duties as required or assigned

## DESIRED MINIMUM QUALIFICATIONS

### Education & Experience

• Bachelor's degree from an accredited university/college in accounting, finance, business or public administration, with a concentration in accounting or finance

• Minimum five (5) years of professional experience performing accounting, budgeting, or financial management reporting and analysis

• Supervisory experience, Certified Public Accountant, Certified Government Finance Officer, and a Master's degree are preferred.

• Municipal government experience is highly preferred

• Must be skilled in general office procedures, cash handling, typing and computer skills in working with Microsoft Word, Excel, PowerPoint, Outlook and Internet search tools

• Must be extremely organized, be able to maintain confidentiality, have the ability to multi-task and perform simultaneous clerical functions

• Must be capable of performing all essential job functions

### General Requirements

• Must be a United States citizen

• Must be at least 18 years of age

• Possess and maintain valid, current South Carolina driver license with acceptable driving record

• Must be available to work 8:30 a.m. to 5:00 p.m. Monday through Friday and evenings and weekends as required

• Must pass pre-employment background investigation

### Physical Demands

• Must sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands and fingers to handle, feel or operate standard office equipment.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

### Knowledge

• Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to municipal budgetary administration and program development

• Accounts payable and accounts receivable, financial reporting, and complex general ledger systems

• Modern office procedures, methods, and equipment

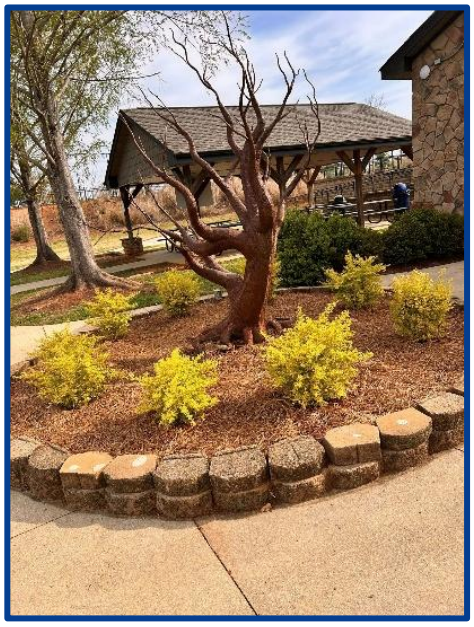
• Basic municipal government practices and operations

• Public relations and customer service practices and procedures

• Records management and filing principles and practices

- Computer data entry, filing, and cash handling procedures
- Basic utility billing procedures
- Proper phone etiquette and message taking procedures
- Methods and practices of financial and statistical record keeping and reporting
- Pertinent federal, state and local laws, codes and regulations

## Skills & Abilities



- Perform duties under minimal supervision
- Ability to be punctual and attend work regularly
- Analyze and interpret fiscal and accounting information effectively
- Prepare accurate and timely financial statements and reports
- Devise and implement improved accounting and record keeping procedures
- Make accurate revenue and expenditure forecasts
- Select, supervise, train, and evaluate assigned staff
- Demonstrate effective communication of ideas both verbally and in written form using the English language
- Communicate in the English language under strained circumstances
- Demonstrate basic mathematical ability in addition, subtraction, multiplication and division
- Type and operate a computer
- Learn new skills and techniques
- Prepare clear and concise reports
- Maintain accurate record keeping, organization, and maintenance of files
- Perform data entry and inquiry functions at an acceptable level of accuracy and speed

- Perform multiple tasks simultaneously, accurately and efficiently and be flexible as priorities change
- Maintain a professional, polished manner and a pleasant tone of voice when dealing with the public even in emotional, high stress situations
- Possess a high level of customer service and pay strong attention to detail
- Interact with coworkers to accomplish work effectively
- Work in a stressful environment and get along with the public and co-workers
- Show independence and autonomy
- Make quick and sound decisions in stressful situations
- Meet deadlines effectively
- Accept responsibility and account for his/her actions
- Understand and follow Town/Departmental policies, rules and regulations and carry out oral and written instructions

## SALARY AND BENEFITS

The salary range for this position is $80,000 - $95,000 depending on education, experience, and qualifications. The Town of Duncan offers the following minimum benefits: PEBA health, dental, and vision insurance; SC State retirement; life insurance; short-term disability; paid holidays; and sick leave.

## AN EQUAL OPPORTUNITY WORKPLACE

The Town of Duncan is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, handicap, or disability. Your opportunity for employment with the city depends solely on your qualifications.

## HOW TO APPLY

Submit a cover letter, resume, and a list of 3 to 5 professional references via email to Mr. Trey Eubanks teubanks@scacog.org, or mail to 30 Century Circle, Greenville, SC 29607. Please apply by September 30, 2026. Your resume must illustrate an ability to perform the duties of the position.