Finance Director

The City of Pickens, SC (3,388 pop.) is seeking a Finance Director to lead its financial operations and play a key role in the City's leadership team. The salary range for this position is $72,000 to $124,000 depending on education, experience, and qualifications. This role oversees budgeting, financial reporting, and compliance while helping guide the City's continued growth and financial stability.

Please apply by November 10, 2026, for consideration.

About Us

Set against the scenic foothills of the Blue Ridge Mountains, Pickens offers the warmth and connection of a small City with convenient shopping, local dining, community events, cultural activities, and abundant opportunities to enjoy the outdoors. It is a welcoming place to build a career, put down roots, and enjoy a high quality of life.

Founded in 1868 and named for Revolutionary War hero General Andrew Pickens, the city developed around 40 acres donated by Elihu Griffin for the county courthouse. That proud history continues to shape a community known for its distinctive character and strong sense of place.

Historic sites, longstanding traditions, and an active civic spirit remain part of everyday life in Pickens, giving newcomers an easy way to connect with the community while enjoying the charm of an authentic South Carolina City.

Residents are surrounded by memorable places to explore, including the Cherokee Foothills National Scenic Highway, picturesque waterfalls, Table Rock and Keowee-Toxaway state parks, the Pickens County Museum, and Hagood Grist Mill. Popular annual festivals and community gatherings add energy throughout the year.

As the Pickens County seat, the city combines a relaxed pace with convenient regional access—approximately 20 miles west of Greenville, 70 miles south of Asheville, and 143 miles northeast of Atlanta—placing employment, entertainment, education, and travel opportunities within reach.

Closer to home, downtown City amenities such as the amphitheater, City Creek Bike Park, and the paved Doodle Trail connecting Pickens and Easley make it easy to stay active, gather with neighbors, and enjoy the community's natural setting.

GENERAL PURPOSE

The Finance Director is under the direction and supervision of the City Council. 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

• Works with the City 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 City Administrator and City Council and other agencies and departments required by law and as directed by the City Administrator

• Maintains accounts and reports any abnormal activity to the City Administrator and City Council

• Researches, analyzes, and makes recommendations to the City 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 City 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

• 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, and have the ability to multi-task and perform simultaneous clerical functions

• Must be capable of performing all essential job functions

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

Recruitment Details

The Finance Director position has a **salary range of $72,000 to $124,000**, depending on education, experience, and qualifications.

In addition, the city offers the following benefits:

– Use of a city-provided cellphone and laptop for official business.

– An expense budget to support professional development through training seminars and conferences, as well as membership in professional organizations.

– Participation in the SC local government employee retirement system.

– Health, vision, and dental insurance benefits provided through the SC Public Employee Benefit Authority.

– Life insurance and short-term disability benefits.

Application Process

Submit a cover letter, resume, and a list of at least 3 professional references via email to Mr. Trey Eubanks teubanks@scacog.org, or mail to;
30 Century Circle
Greenville, SC 29607.
Your resume must illustrate the ability to perform the duties of the position.

Please apply by November 10, 2026, at 5:00 pm.

The City of Pickens is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions with the City of Pickens are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, sex, gender, age, sexual orientation, family or parental status, or any other status protected by state or federal law.