



## FINANCE DIRECTOR POSITION

Salary Range \$76,092 - \$126,025

(\$36.58 - \$60.59/hour)

The City of Walhalla, SC is seeking a Finance Director to support the City's financial operations and serve as a key member of its administrative team. Working closely with the City Administrator, the ideal candidate will possess strong strategic planning and communication skills, ready to guide this historic, growing Upstate community toward long-term financial stability and success.

Please apply by July 8, 2026.



## ABOUT US

Walhalla, (4,151 pop.) is a city in Oconee County, South Carolina. Settled by a group of German immigrants in 1850, it lies within the area of the Blue Ridge Escarpment, an area of transition between mountains and piedmont, and contains numerous waterfalls.

Today, Walhalla is a charming southern town with historical homes, churches, and the beautifully restored depot and Walhalla Civic Auditorium. With local shops, cafes, eateries and tree-lined streets, Walhalla is a delightful city to explore on foot.

Each October, Walhalla honors our German heritage with the annual Oktoberfest, presented by a local non-profit. With events for children, families, and adults, Oktoberfest is a special time of fun for the whole community and the visitors who come from near and far.

Walhalla is located just minutes away from the wide variety of activities Oconee County and the surrounding areas have to offer, including an abundance of hiking and mountain biking trails, numerous waterfalls, Stumphouse Mountain Park, the Chattooga River, the Blue Ridge Mountains, Clemson University and more.



## GENERAL PURPOSE

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

This position receives direct supervision from the City Administrator.

## 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

- 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.)
- Ensures compliance with legal and federal requirements and timely reporting as they pertain to payroll issues
- Reconciles and prepares payment for monthly insurance billing
- Maintains financial transparency information for the City website
- Prepares monthly sales tax reports
- Ensures 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
- Tracks and maintains 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

*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

## 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



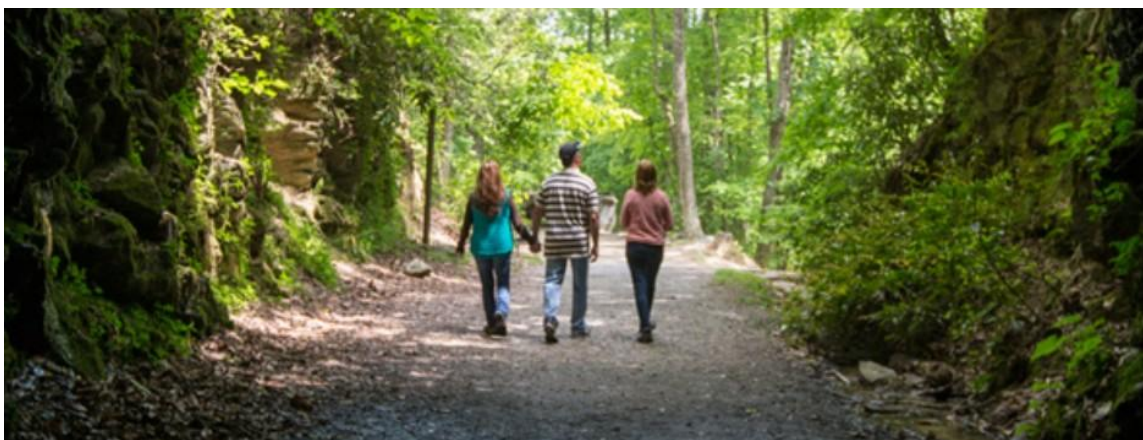
## Physical Demands

- 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 City/Departmental policies, rules and regulations and carry out oral and written instructions

## SALARY AND BENEFITS

The salary range for this position is \$76,092 - \$126,025 (\$36.58 - \$60.59/hour) depending on education, experience, and qualifications. The City of Walhalla 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 City of Walhalla 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](mailto:teubanks@scacog.org), or mail to 30 Century Circle, Greenville, SC 29607. Please apply by July 8, 2026. Your resume must illustrate an ability to perform the duties of the position.