



Town of Matthews

# Finance Director



## The Position

The Town of Matthews is seeking its next Finance Director to lead the Finance Department. This role offers the stability of a well-managed, financially sound organization and the genuine opportunity to build, modernize, and shape. From establishing a procurement program to refining long-range investment strategy to guiding capital improvement planning, the next Finance Director will have real influence over how Matthews positions itself for the future.

The Finance Director serves as the Town's chief financial officer and a member of the executive leadership team, reporting directly to the Town Manager. The Director holds executive responsibility for all financial operations, encompassing centralized accounting (accounts payable, accounts receivable, payroll, and grant administration), budget development and management, auditing, cash and treasury management, and procurement activities. All functions are conducted in compliance with NC General Statutes, applicable federal requirements, and local ordinances. At the core of this work is accountability for the integrity, transparency, and long-term fiscal sustainability of the Town's \$47.6 million annual operating budget, including ensuring that timely and accurate financial reporting reaches staff, elected officials, residents, and other stakeholders throughout the year.

The Finance Director leads a team of three full-time equivalent positions, providing day-to-day direction as well as long-term investment in staff development. Though compact, the team carries broad organizational reach, supporting every department in the Town with financial guidance, compliance oversight, and operational support. The Director is also an active partner in strategic and capital improvement planning, ensuring that financial analysis and long-range forecasting are integrated into the Town's infrastructure and investment decisions as Matthews grows.

This position presents an incoming leader with the opportunity to bring a fresh perspective to best approaches and solutions that strengthen financial operations. The Finance Director works closely with the Town Manager and Assistant Town Manager on budget development, financial strategy, and policy considerations, and regularly presents financial information and recommendations to Town Commissioners and community stakeholders in accessible, clear terms. Across the organization, the Finance Director serves as a trusted internal resource, partnering with department directors and staff to balance innovation with the regulatory framework that governs municipal finance in North Carolina.





## The Priorities

- Conduct a thorough assessment of the Finance Department's current operations, staffing structure, policies, and workflows. Use those findings to build a clear roadmap for strengthening team capacity, modernizing processes, and establishing the internal foundation the department needs to perform at a high level in support of the full organization.
- Develop and advance a comprehensive long-term financial strategy that positions the Town for fiscal sustainability over the next decade. This includes bringing a rigorous, forward-looking approach to investment strategy and debt planning, ensuring that the Town's financial decisions today reflect the infrastructure and service demands of a growing community tomorrow.
- Design and implement a Procurement Program built on best practices and structured for clarity, compliance, and efficiency. Working within the requirements of NC procurement law, establish policies and processes that give staff confidence, reduce organizational risk, and reflect the Town's commitment to responsible stewardship of public funds.
- Strengthen the annual budget development process and the cadence of financial reporting across the organization. The goal is a budget process that is inclusive and well-structured, and reporting that is accurate, timely, and genuinely usable by staff, elected officials, and community members alike, reducing friction and increasing financial transparency at every level.

## The Successful Candidate

The next Finance Director for the Town of Matthews is a demonstrated and seasoned leader with experience leading teams and financial services work functions. The incumbent will move comfortably between high-level strategy and ground-level execution and is able to assess a complex or ambiguous situation and orient toward solutions rather than getting stuck in the problem.

The ideal candidate is a genuine collaborator—they will work effectively alongside the Town Manager, Assistant Town Manager, and department directors, and understand that good financial stewardship requires strong interworking relationships across an organization. The Finance Director engages staff as partners, developing their capacity to understand the regulatory frameworks that govern their work while fostering a team culture that is service-oriented, accountable, and continuously improving.

The successful candidate can translate complex financial information into clear, accessible language for a wide range of audiences, whether presenting investment strategies to Commissioners, walking department staff through budget constraints, or explaining procurement policy to a vendor.

This leader brings a strong working knowledge of North Carolina General Statutes and the local ordinances that govern municipal finance, procurement, and budgeting. They are well-versed in capital improvement planning and financing and understand how to integrate long-range fiscal analysis into infrastructure decision-making.

They are also technologically capable, comfortable leveraging financial management systems to build efficiency and improve reporting. A track record of applying performance measurements to financial operations and using data to drive continuous improvement will stand out.

## Qualifications

**Minimum requirements** include a bachelor's degree in accounting, finance, business administration, or a closely related field, combined with seven or more years of progressively responsible experience in financial management, including direct responsibility for leading financial operations and staff. Candidates with an equivalent combination of education and experience are encouraged to apply.

**Preferred qualifications** include a master's degree in public administration, business administration, or a related field, and at least five years of experience in public sector or local government finance. Candidates with demonstrated experience in capital improvement planning and financing, procurement program development, and financial reporting in a municipal environment will be highly competitive. A Certified Public Accountant (CPA) designation and/or the NC Local Government Finance Officer Certification are preferred. Candidates who do not hold one of these credentials at the time of hire will be expected to actively pursue certification within a reasonable period of employment.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The Town may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications.

## Inside The Department

The Finance Department supports the Town's \$47.6 million annual operating budget and serves as the primary financial resource for the Town Manager, department directors, and Town Council. Additionally, the Finance Department provides centralized financial services to all Town departments, serving as the organizational backbone for fiscal integrity, compliance, and long-range planning. The department is responsible for accounting operations, budget development and management, payroll, procurement, cash and treasury management, grant administration, and auditing, all conducted in compliance with NC General Statutes and applicable federal and local requirements.

Looking ahead, the Finance Department's priorities reflect both immediate operational needs and longer-term institutional goals, including completing the FY 2026 Town audit, standing up a formal procurement program, modernizing internal financial processes, and reporting systems, and integrating financial leadership into the Town's capital improvement planning as Matthews continues to grow.



## The Community

Nestled in southeastern Mecklenburg County, Matthews offers the best of small-town living with direct access to the opportunities and amenities of the Charlotte region. Located just 11 miles from Uptown Charlotte, the town encompasses 17.2 square miles and consistently ranks among North Carolina's most desirable communities. Residents enjoy a high quality of life, a strong sense of community, and convenient access to major transportation corridors, including I-485 and U.S. 74. The Blue Ridge Mountains and Carolina coastline are both within a few hours' drive, making Matthews an ideal home base for work, recreation, and travel.

Home to more than 30,000 residents, Matthews is a thriving, family-oriented community that attracts professionals, entrepreneurs, and longtime residents alike. The median age is 40, reflecting a balanced population that includes both established families and active professionals. Educational attainment is notably high, with more than half of residents holding a bachelor's degree or higher and nearly 17% possessing graduate or professional degrees. The community's strong economic profile is reflected in an average household income of approximately \$135,000. The median home value is approximately \$505,820.



Families are served by the nationally recognized Charlotte-Mecklenburg Schools system, with several highly regarded elementary, middle, and high schools located within town limits. Additional educational options include public charter schools and a variety of respected private institutions. Lifelong learning and community engagement are further supported by the Matthews branch of the Charlotte Mecklenburg Library, conveniently located within Town Hall and among the most heavily utilized branches in the county.

Matthews' vibrant downtown serves as the cultural and social heart of the community. A walkable historic district blends preserved architecture with modern amenities, creating a unique destination for residents and visitors alike. Ten downtown buildings are listed on the National Register of Historic Places, and local landmarks include a century-old hardware store, a popular farmers market, specialty retailers, and a diverse collection of restaurants and gathering spaces. The historic Matthews Train Depot, currently undergoing renovation, continues to serve as a symbol of the town's heritage and community pride.

Community life in Matthews is enriched by an extensive network of parks, recreational facilities, and cultural amenities. The Parks, Recreation, and Cultural Resource Department maintains 15 parks and athletic facilities, providing opportunities for sports, outdoor recreation, community events, and family activities. Residents enjoy access to greenways, walking and biking trails, and one of the largest equestrian communities in North Carolina. Matthews is also home to the Sportsplex at Matthews, a premier regional sports venue that hosts tournaments, events, and professional soccer matches.

The town benefits from a diverse and growing economy supported by more than 16,000 local jobs. Major employment sectors include healthcare, retail, finance, and professional services, while proximity to Charlotte's robust economic engine provides access to one of the Southeast's strongest labor markets. Matthews continues to attract investment and talent, benefiting from North Carolina's reputation as one of the nation's leading states for business growth and economic development.

Combining historic charm, exceptional public services, strong neighborhoods, and regional connectivity, Matthews offers an outstanding environment in which to live, work, and lead. For professionals seeking a community that values both tradition and innovation, Matthews represents a uniquely attractive place to call home.



## Compensation and Benefits

The expected hiring range is \$106,635 - \$135,959, depending on qualifications, with an excellent benefits package.

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## How to Apply

Applications will be accepted electronically by Raftelis at [raftelis.com](https://raftelis.com). Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position will be open until filled with a first review of applications beginning **July 10, 2026**.

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## Questions

Please direct questions to Pamela Wideman at [pwideman@raftelis.com](mailto:pwideman@raftelis.com) and Kelsey Batt at [kbatt@raftelis.com](mailto:kbatt@raftelis.com).

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