



**APEX**  
NORTH CAROLINA

## THE TOWN OF APEX

Invites Your Interest in the Position of  
**FINANCE DIRECTOR**





If you are a finance executive seeking your next challenge in a thriving family and business centric community and your peers would describe you as an impeccable leader who can successfully motivate, inspire, and unite a team, then you could be the next **Finance Director** for the growing Town of Apex, NC. This opportunity is for the collaborative leader who has experience working with the Council-Manager form of government and extensive knowledge and understanding of municipal finance. The next **Finance Director** is known for their effective communication skills and is successful in articulating financial issues to various stakeholders including Council, staff, and peer directors. The Town of Apex seeks a professional who is adaptable – one who thrives in a changing, fast-paced environment and has the keen ability to help others embrace and navigate change. The next **Finance Director** values and exhibits high integrity — a trusted leader who will ensure ethical stewardship of public funds.

## About the Community:

Settled in the 1860s and incorporated in 1873, the Town of Apex acquired its name due to its location as the highest point on a 30-mile stretch of the Chatham Railroad line that ran between Richmond, Virginia, and Jacksonville, Florida. Located in southwest Wake County, Apex and the surrounding area experienced unprecedented growth in the 1990s following job creation in Research Triangle Park and the nearby large universities. From a population of 5,500 in 1990 to nearly 73,000 as of April 2022, Apex continues to experience exponential growth. In fact, since the 2010 Census, the population of Apex has increased by 101.79%, and recent growth estimates identify an annual growth rate of over 7.62%.

The 14<sup>th</sup> largest city in North Carolina, Apex is known fondly today as “*The Peak of Good Living*,” and results from a [2020 Citizen Survey](#) indicate that 96% of community members believe the town is an excellent or good place to live. Apex is a growing, thriving town working to balance that “small town” feel that so many community members value with the reality of being a mid-sized community in North Carolina. Situated within the Research Triangle area, Apex is less than 30 minutes from 3 Tier 1 Research Universities: University of North Carolina at Chapel Hill, North Carolina State University and Duke University.

A person in a green shirt and black shorts is jogging on a paved path that winds through a forest. The trees have vibrant autumn foliage in shades of yellow, orange, and red. Sunlight filters through the canopy, creating a dappled light effect on the path and the jogger. The jogger is in the lower left foreground, moving towards the right.

## TOWN OF APEX

### ***#1 Best Place to Live in the US***

Money Magazine ranked Apex as the #1 Best Place to Live in the US in 2015 due to high-paying jobs, excellent schools, affordable prices, and more!



The well-preserved downtown business district and the trains that still run through the town are reminders of the past, while new subdivisions, shopping centers, parks, and businesses have enhanced the lifestyle of Apex community members. History buffs flock to the town's central business district, with multiple structures listed on the coveted National Register of Historic Places. Just step inside the Halle Cultural Arts Center and learn about the building's history, dating back to 1912. The Halle is now a modern center for exhibitions, musicals, and plays.

With over 400 acres of parkland, Apex fosters an active community. Unique to the town is a disc golf course at Apex Nature Park and the Rodgers Family Skate Plaza, a 24-hour custom-designed skate park. Families drive from all around to visit Kidstown Playground at Kelly Road Park, one of the few remaining wooden playgrounds in the area. Those seeking a physical challenge will love the town's Elevate Fitness course (think Ninja Warrior) at the Apex Community Park.

Downtown Apex hosts nearly a dozen street festivals and special events throughout the year, attracting thousands of attendees. The town celebrates diversity, inclusion, and belonging with cultural festivals and events including the Latino Arts Festival, Russian Festival, Black History Month, Women's History Month, and Juneteenth.

## WHAT MAKES THE TOWN OF APEX THE PEAK OF GOOD LIVING?



### A WELL-PRESERVED DOWNTOWN AREA

*History buffs flock to the town's central business district, with multiple structures listed on the coveted National Register of Historic Places, such as the Halle Cultural Arts Center (photo above), which now serves the Town as a modern center for exhibitions, musicals, and plays.*



### STREET FESTIVALS AND SPECIAL EVENTS

*PeakFest is a signature community event, drawing artisans from all over the state with their unique wares. Dozens of barbecue-cook teams from across the country descend on Downtown Apex for the Peak City Pig Fest.*



### AN ACTIVE, FAMILY-FRIENDLY COMMUNITY

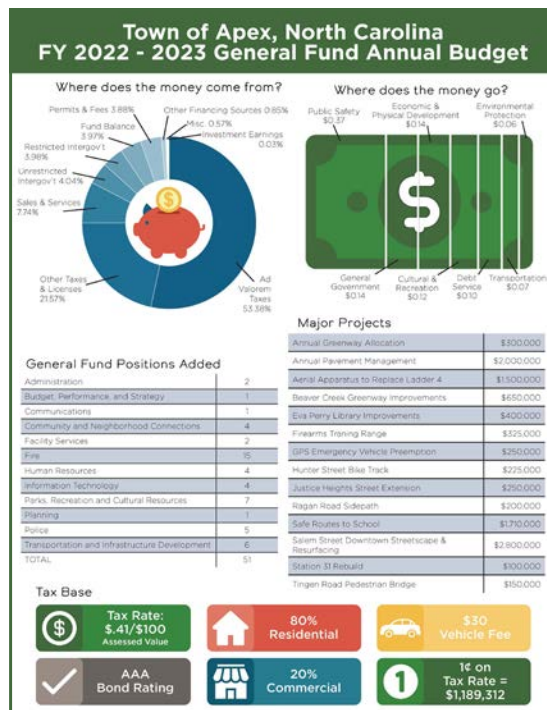
*With over 400 acres of parkland, Apex offers many family-friendly activities, such as Kidstown Playground at Kelly Road Park, (top photo), a disc golf course at Apex Nature Park and the Rodgers Family Skate Plaza, a 24-hour custom-designed skate (bottom photo).*



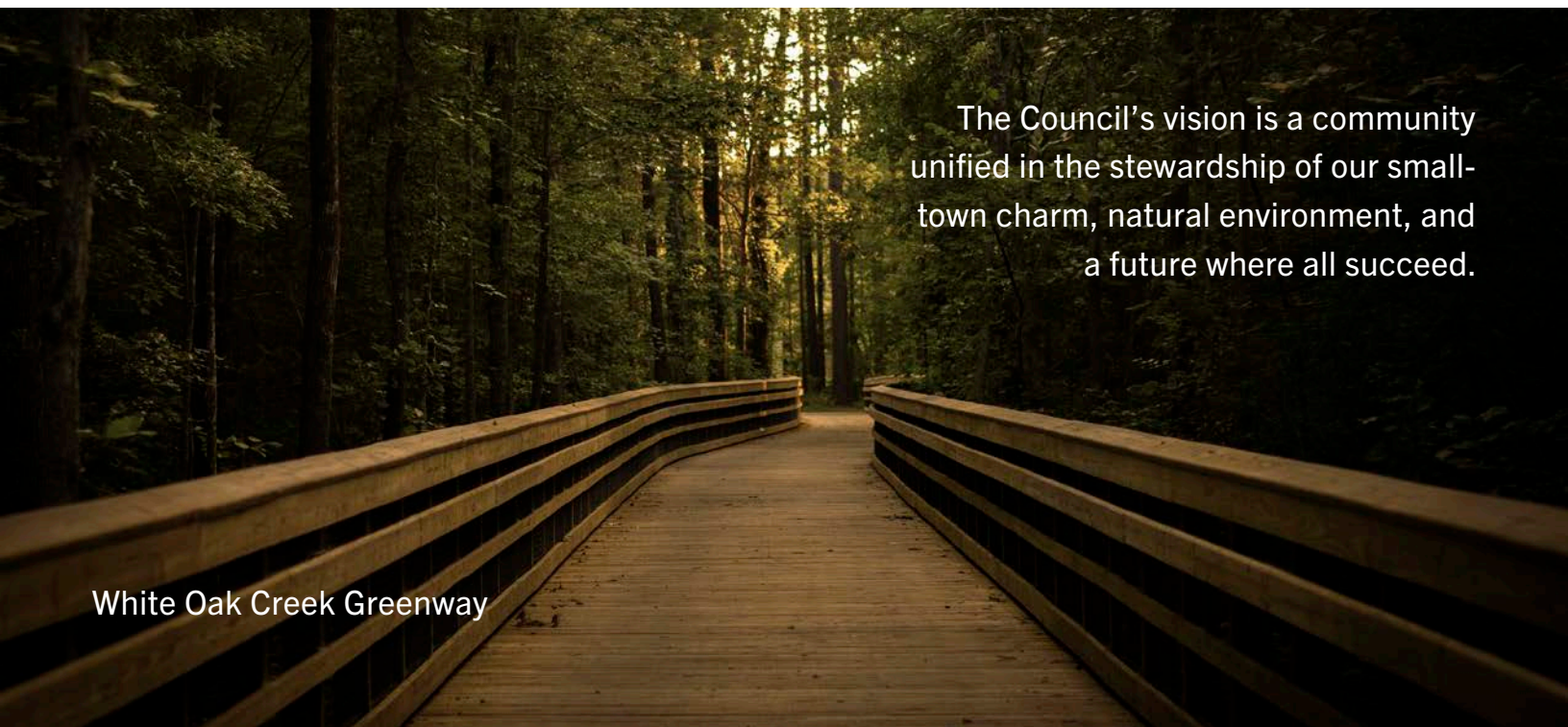
## About the Organization:

The Town of Apex, which operates under the Council-Manager form of government, provides exceptional public service that cultivates opportunity for the individual and community to live, thrive, and reach their peak. The Town employs 579 benefitted positions (full and part-time) and 150 seasonal employees across 19 departments. The [2022-23 Operating Budget](#) totals \$178M for all funds and is supported by a tax rate of \$.41 per \$100 of assessed tax value. The FY23 budget added an additional 50 positions and several new departments. The Council's vision is a community unified in the stewardship of our small-town charm, natural environment, and a future where all succeed. This vision is realized through the following strategic goals that guide the future of the Town of Apex:

- **A Welcoming Community:** Create a safe and welcoming environment fostering community connections and high-quality recreational and cultural experiences supporting a sense of belonging.
- **High Performing Government:** Deliver exceptional service valuing an engaged workforce with an emphasis on efficiency, collaboration, innovation, and inclusion.
- **Economic Vitality:** Improve and sustain an environment that invites and retains a diversity of residents, employment opportunities, and businesses.
- **Responsible Development:** Encourage equitable and sustainable development that provides accessibility and connectivity throughout the community.
- **Environmental Leadership:** Commit to sustaining natural resources and environmental well-being.



Town of Apex budget snapshot FY 2022-23



The Council's vision is a community unified in the stewardship of our small-town charm, natural environment, and a future where all succeed.

White Oak Creek Greenway

## About the Department and Position:

Reporting to the Deputy Town Manager, the **Finance Director** assists in development and monitoring of the Town's budget. The recently adopted [FY23 budget](#) of \$178M includes:

- General Fund: \$91,201,500
- Electric Fund: \$47,666,000
- Water & Sewer Fund: \$26,664,100
- Non-major & Capital Fund: \$12,533,200

In preparing the FY22-23 budget, town staff followed guidance from Town Council's strategic goals to develop a proactive budget that balances improving current town programs and services with development of new programs and projects. Learn more about how the Town's FY23 budget aligns with the Town Council's strategic goals [here](#).

The Finance Director, with the support of 20 FT and 3 PT staff, is responsible for overseeing Accounts Payable, Financial Reporting, Payroll, Purchasing, and the Audit and Internal Controls for the Town of Apex. The next Finance

Director will be part of a team guiding the implementation of new Enterprise Resource Planning (ERP) and Advance Meter Infrastructure (AMI) systems, will work with others on capital project budgets and bond financing, and will model outstanding customer service. Following the retirement of key division directors, the next Finance Director will have the opportunity to build a new leadership team within the department and must work to develop a team that focuses on accountability, effective engagement, and staff development.

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## Key Priorities:

- Thoroughly assess the functions and staffing within the organization — evaluating effectiveness, accuracy, and efficiency in service delivery; recommend and implement changes to support staff workload and the growth in the community while building a culture of finance professionals with strong morale and a desire for growth.
- Implementation of departmental level strategic plan and measurements against goals for modernizing purchasing, contract management, DEI in bids and contracts, all while delivering outstanding customer service.
- Implement sustainable technology practices to improve department performance.
- Ensure the fiscal health of the town by strategically planning and forecasting for the future including but not limited to economic forecasting beyond the next fiscal year; establishing appropriate debt ratios and building the fund balance to prepare for disasters or unforeseen economic conditions; and, making recommendations for changes to the Council in a timely and effective manner.

One of the key priorities for the next **Finance Director** will be to facilitate training, education, and full integration of the new ERP and AMI systems to streamline workflows and improve the organization of team and division leadership.



## Qualifications:

Minimum of a bachelor's degree in accounting or business, with five or more years of experience in public finance administration with increasing supervisory responsibility; or an equivalent combination of education and experience. Master's degree, CPA and/or LGFA certification preferred.

## The Successful Candidate:

- is a tech-savvy leader with prior experience planning and implementing enterprise systems;
- is knowledgeable in the utility field, has experience working with utility funds and can support the integration of the Advance Meter Infrastructure (AMI) while navigating impacts on utility billing for electric, water & sewer, solid waste, and stormwater customers;
- will determine and develop appropriate authority levels (i.e. purchasing/spending thresholds) and will modernize purchasing to improve effectiveness;
- develops effective audit preparation skills in-house or collaborates with a contractor to support the preparation of financial statements;
- models a positive and enthusiastic approach that builds confidence within the Finance Department and encourages the building of productive relationships within and outside the department;
- is a responsive, detailed and deadline-oriented professional who continuously improves customer service in a service-driven organization and develops and engages staff to deliver excellent customer service to both internal and external customers;
- creates a framework for facilitating departmental information needs to meet financial reporting requirements without a restrictive and punitive “compliance mindset;”
- strives for effective outcomes by being a results-oriented project manager who incorporates the input of multiple stakeholders and collaborates proactively to develop policies and procedures, solve problems and manage financial resources;
- effectively evaluates financial management technology solutions and software and is savvy with needs assessment, upgrades and implementation;
- demonstrates extensive knowledge and application of NC General Statutes, the principles and practices of general fund and local governmental accounting, the preparation of internal financial statements, and complex external financial reports, including the Comprehensive Annual Financial Report and other required regulatory reports, the principles and practices of cost and fixed asset accounting, grants management and compliance, internal controls and audit principles and practices, and of the principles and practice of municipal budgeting, capital improvement budgets and funding, forecasting and financial modeling;
- creatively assesses ways to increase revenue and manage expenses in a resource restricted environment;
- develops and applies performance measurement metrics to evaluate progress and increase accountability for goal achievement with a high attention to detail;
- communicates excellently one on one, in small groups and in public speaking in order to make complex financial topics understandable to community members, staff and Council; and,
- advocates for best practices and confidently and persuasively presents options to the Town Manager and management team, and Town Council.

## Salary:

The hiring range for the position is \$130,000 - \$150,000 depending on qualifications and experience.

**To apply**, please visit

<https://www.governmentjobs.com/careers/developmentalassociates>, and click on the **Finance Director – Town of Apex, NC** title.

To learn more about the selection process, visit <https://developmentalassociates.com/client-openings/>, and scroll down to “Important Information for Applicants.” All applications must be submitted online via the Developmental Associates application portal – NOT the Town Employment Application portal, nor any other external website; it is not sufficient to send only a resume. Resumes and cover letters must be uploaded with the application. Applicants must apply by September 24, 2022. Successful semi-finalists will be invited to participate in virtual interviews and skill evaluation on October 25th – 26th, 2022. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.

All *inquiries* should be emailed to [hiring@developmentalassociates.com](mailto:hiring@developmentalassociates.com).

The Town of Apex is an Equal Opportunity Employer.



The recruitment and selection process is being managed by Developmental Associates, LLC

## Employee Benefits:

The Town provides an excellent benefits package.

### Insurance

Health  
Dental  
Vision  
Life

### Paid Leave

Vacation  
Sick Leave  
Bereavement  
Paid Parental  
Paid Caregiver  
Professional Leave

### Retirement and Supplemental Retirement Holidays and Floating Holidays

### Other Perks

Credit Union  
Longevity Pay  
Recognition Programs  
Tuition Reimbursement

### Voluntary Benefits

Employee Assistance Program  
Flexible Spending Account  
Short Term Disability

Visit

<https://www.apexnc.org/163/Employee-Benefits>  
to learn more.