

ZEBULON

NORTH CAROLINA

Finance Director

Town of Zebulon, North Carolina



About the Town of Zebulon

Known as the “Town of Friendly People,” Zebulon is the easternmost town in Wake County, North Carolina. The Town sits at the edge of the Research Triangle Region and is entering its next phase of growth. Zebulon’s current population now exceeds 14,000, and development momentum continues. Zebulon is more than a residential growth community. It is also a local employment center with major employers, industrial assets, downtown momentum, and mixed-use potential.

The Town’s largest employers and economic anchors include major private-sector, industrial, distribution, financial, and service-sector employers, along with a growing base of small businesses and downtown investment.

Zebulon’s location provides access to the Raleigh metropolitan area, Wake County’s employment base, regional universities, and the broader Research Triangle economy. At the same time, Zebulon maintains a distinct community identity, a historic downtown, active civic life, parks and recreation assets, and a growing role in eastern Wake County’s future.

The Town of Zebulon by the Numbers

~14,000 Residents

133% Pop. growth since 2010

19 miles To Downtown Raleigh

~\$79,000 Median household income

~\$487,000 Median home price

47.5 acres Zebulon Community Park

Sources: US Census Bureau; 2025
ESRI estimates; Town of Zebulon



About the Town of Zebulon

A Powerful Growth Story

Growth in Zebulon is active, not theoretical. The Town has more than 3,000 proposed or approved homes in the development pipeline, significant housing demand, and continued public and private investment. Current planning work points to a potential population of more than 20,000 by 2030 based on certificate-of-occupancy-based projections.

The Town is focused on channeling growth into high-quality places, a stronger housing mix, commercial and lifestyle amenities, infrastructure alignment, fiscal resilience, and long-term community and economic value. Zebulon is not simply absorbing growth; it is organizing growth around infrastructure, public services, housing choice, quality design, and a stronger local economy.

A Unique Economic Opportunity

Zebulon is unique among many fast-growing suburban communities because it functions as both a home for regional workers and a job center for the surrounding area. Thousands of workers commute into Zebulon each day, and the Town has a positive net job inflow.

Maintaining this balance requires coordinated work across housing, infrastructure, economic development, planning, and finance. A more diverse housing supply, continued commercial investment, and stronger mixed-use environments can help employers recruit and retain workers, support fiscal resilience, and strengthen Zebulon's ability to attract commercial and industrial investment.



About Zebulon Town Government

The Town of Zebulon operates under the council-manager form of government. The Board of Commissioners is made up of the Mayor, who oversees the Board meetings, and five voting members (the Mayor Pro Tem and four Commissioners). The Board sets policies, ordinances, and directives. The Board also appoints the Town Manager, Town Clerk, and Town Attorney. The Town Manager and Town staff handle the day-to-day operations as well as provide advice and recommendations to the Board for consideration.

There are four appointed boards and committees for the Town. Their membership makes decisions and recommendations that are used to provide better services to the Town and its residents.

The Town of Zebulon's Finance Department

The Finance Department is responsible for supporting sound fiscal management of the Town's financial resources in accordance with Town ordinances, state and federal laws, the North Carolina Local Government Budget and Fiscal Control Act, applicable financial standards, and generally accepted accounting principles.

The Town of Zebulon is committed to transparency, accountability, and continuous improvement. Recent financial reviews have reinforced the importance of strong internal controls, clear documentation, reliable reporting, modern financial workflows, and clear responsibility alignment across the organization. One example of this commitment to transparency is the Finance Department's **Financial Transparency Dashboard** – a literal window into the Town's revenues and expenditures, delivered in real time and accessible to all.



The Opportunity

An Enterprise Leader Who Can Build Scalable, Tech-Supported Systems

Zebulon's growth has expanded the size and complexity of Town operations. Some processes and systems were built for a smaller organization and now need to be updated, documented, automated, or reassigned across departments. The Finance Director will help lead this transition in partnership with the Town Manager and senior leadership team.

As the organization grows, some responsibilities historically aligned with Finance may be more appropriately supported by other departments, clear policies, technology, training, and cross-department accountability. The Finance Director will help clarify what should remain within Finance, what should be supported elsewhere, and how financial controls and review processes should function in a more mature municipal organization.

Zebulon offers the opportunity to help shape the financial future of a growing community. The next Finance Director will help build systems, strengthen controls, support responsible growth, develop employees, guide strategic decisions, and position the Town for long-term success.

A Finance Professional Energized by Problem-Solving, Public Service, and Organizational Modernization

The Town is seeking a Finance Director who understands that technical competence is the foundation, but executive leadership is the expectation. The successful candidate will demonstrate enterprise leadership, executive judgment, responsible stewardship, political awareness, clear communication, change leadership, integrity, accountability, and the ability to build a strong, service-oriented Finance Department.

The ideal candidate will be comfortable leading through change, communicating clearly with elected officials and staff, distinguishing routine issues from enterprise risk, and helping departments understand financial expectations without creating unnecessary barriers to service delivery.

About the Finance Director

The Finance Director serves as a key member of the Town's executive leadership team and provides strategic financial guidance to the Town Manager, Board of Commissioners, department directors, and senior leadership team.

The Finance Director will help the Town understand the financial implications of this growth pattern and support decisions that balance residential growth, commercial tax base, infrastructure investment, operating costs, and long-term revenue sustainability.

The Finance Director leads a small but critical team consisting of the Finance Director, Accountant, and Payroll Clerk. Because the department is small, the successful candidate must be both strategic and practical: able to advise the Town Manager and Board, while also establishing clear workflows, documentation standards, review processes, staff development plans, and practical compensating controls.

The Finance Director is responsible for ensuring financial functions are properly assigned, documented, reviewed, reconciled, and continuously improved. The Director is not expected to personally perform every technical task, but must ensure that core functions are reliable, compliant, timely, and understood by the team.

The Finance Director will start the role with a commitment to the following initial priorities:

- Strengthen internal controls, documentation, and review procedures.
- Stabilize core finance operations and clarify roles within the Finance Department.
- Improve budget monitoring, financial reporting, and budget-to-actual analysis.
- Support timely audit completion, audit readiness, and corrective action.
- Modernize procurement, contracting, invoice review, pre-audit, and payment workflows.
- Develop practical segregation-of-duties solutions and compensating controls for a small Finance Department.
- Improve long-range forecasting, capital planning, debt analysis, cash flow monitoring, and fund balance planning.
- Clarify which finance-related responsibilities should remain in Finance and which should be reassigned or supported by other departments as the organization grows.
- Train departments on budget monitoring, purchasing, documentation, and compliance expectations.
- Build a strong, service-oriented Finance Department that supports the organization and earns public trust.

About the Finance Director

The Finance Director's ongoing key responsibilities include the following:

- Serve as the Town's chief financial advisor and a member of the executive leadership team.
- Lead development of the annual operating budget and capital budget.
- Develop and maintain multi-year revenue and expenditure forecasts.
- Monitor revenues, expenditures, fund balance, budget-to-actual performance, and financial trends.
- Strengthen internal controls and ensure financial activity is properly authorized, documented, reviewed, reconciled, and retained.
- Ensure compliance with the North Carolina Local Government Budget and Fiscal Control Act, pre-audit requirements, procurement laws, Town policies, and applicable financial standards.
- Lead corrective action related to audit findings, internal control issues, policy gaps, and process weaknesses.
- Oversee procurement, purchasing, contracting, invoice review, accounting operations, payroll, reconciliations, grants accounting, financial reporting, cash flow, investments, and debt service.
- Coordinate the annual audit and required financial reports.
- Lead capital planning, debt analysis, long-range financial strategy, and support for the Capital Improvement Program.
- Modernize financial systems, workflows, records, procedures, and reporting.
- Lead, supervise, coach, and develop Finance Department staff.
- Train departments on budget monitoring, procurement, purchasing, documentation, and compliance expectations.



About the Finance Director

Qualifications

The qualified applicant will have a bachelor's degree in accounting, business administration, public administration, or related field and a minimum of five years of progressively responsible experience in municipal finance, local government finance, public-sector accounting, auditing, budgeting, or financial management. A minimum of three years of supervisory experience is required.

Preferred qualifications include:

- A master's degree in Accounting, Finance, Public Administration, Business Administration, or a related field
- Experience as a Finance Director, Assistant Finance Director, Budget Director, Controller, or senior municipal finance leader
- Experience with North Carolina municipal finance strongly preferred
- Experience in a rapidly growing local government
- CPA, CPFO, CGFO, or similar certification
- Experience with debt issuance, capital financing, grants, impact fees, long-range forecasting, CIP development, internal controls, audit corrective actions, procurement modernization, and financial system improvements

Salary

The approved salary range for the Finance Director position is \$116,484 to \$174,726, depending on qualifications and experience. The Town anticipates hiring around the mid-point of the range, with final salary determined by the selected candidate's experience, certifications, municipal finance background, and demonstrated ability to meet the Town's current leadership needs.

To Apply

The Town of Zebulon is partnering with **POLIHIRE** in the search for the Finance Director. To be considered for this position, please attach 2 PDFs – a letter of interest and your resume – in an email to **Zebulon_Finance@polihire.com**.

Please include only your name (Last, First) in the subject line.