



Town of Middleburg, VA
May 15, 2019

Job Opening – Town Treasurer

The Town of Middleburg, a dynamic and historic small town in Loudoun County, Virginia, has an immediate opening for a full-time Treasurer. This key leadership position is responsible for financial planning and analysis, budgeting, cash management, accounting and financial reporting, debt management, procurement, and other municipal finance-related tasks. Examples of expected activities include:

- Manage the receipt and accounting of all taxes and other monies and revenue due and payable to the Town, and deposit same in such bank or banks as the Council may direct.
- Ensure all expenditures are appropriate and accounted for, properly recording all disbursements of Town funds.
- Provide strategic analysis and regular reports on the current and future financial status of the Town, to include long-term planning to ensure the ongoing fiscal health of the Town.
- Partner with Department Heads to ensure that the annual budget process is conducted in a strategic and purposeful manner, to include development of key performance measures.
- Prepare monthly financial statements, and report same to Council on a monthly basis, and ensure that Departments are within authorized budget amounts.
- Prepare bi-weekly Town payroll, including receipt of employee time sheets and payment of all payroll taxes and insurance premiums.
- Manage the water/sewer accounts, record any changes, and oversee the preparation of bi-monthly water/sewer bills.
- Provide supervision to the Office Manager/Accounting Assistant, who is the primary customer service representative of the Town, including receiving payments for taxes and fees.

A Bachelor's degree in finance, business administration, or a related field with at least three (3) years of experience is required; a Master's Degree or other related experience is a plus. Send letter of interest and resume with salary history and at least three references to: Danny Davis, Town Administrator, Town of Middleburg, P.O. Box 187, Middleburg, VA, 20118-0187, or ddavis@middleburgva.gov. Call 540-687-5152 for more information. Starting Salary \$70,000-\$80,000 DOQ and full benefits package. Position open until filled, although applicants are encouraged to apply by 5:00pm on May 30, 2019, to be considered in the first review of applications. **EOE**



TOWN OF MIDDLEBURG TOWN TREASURER

Job Description

FLSA Status: Exempt



CATEGORY: Full-time, permanent position. Full benefits.

SUMMARY OF WORK: This is a professional position responsible for financial planning and analysis, budgeting, cash management, accounting and financial reporting, debt management, procurement, and other municipal finance-related tasks. Specific duties include: providing strategic long-term financial analysis of Town's fiscal health, to include the annual Town budget and audit; collecting, depositing, and investing revenue; managing financial records, payroll & benefits, accounts payable, and utility billing; and customer service to internal and external customers. This position provides regular financial reports to the Town Administrator and Town Council and supervises the Office Manager/Accounting Assistant.

PRIMARY JOB DUTIES AND RESPONSIBILITIES

The Town Treasurer is responsible for revenue collection, deposit and investment; management of financial records; payroll & benefits administration; accounts payable; utility and tax billing; and assisting with the annual town budget. More specifically, the duties of the Treasurer include, but are not limited to:

1. Manage the receipt and accounting of all taxes and other monies and revenue due and payable to the Town, and deposit same in such bank or banks as the Council may direct.
2. Provide strategic analysis and regular reports on the current and future financial status of the Town, to include long-term planning to ensure the ongoing fiscal health of the Town.
3. Partner with Department Heads to ensure that the annual budget process is conducted in a strategic and purposeful manner, to include development of key performance measures.
4. Prepare monthly financial statements, and report same to Council on a monthly basis, and ensure that Departments are within authorized budget amounts.
5. Prepare bi-weekly Town payroll, including receipt of employee time sheets and payment of all payroll taxes and insurance premiums.
6. Manage the water/sewer accounts, record any changes, and oversee the preparation of bi-monthly water/sewer bills.
7. Provide supervision to the Office Manager/Accounting Assistant, who is the primary customer service representative of the Town, including receiving payments for taxes and fees.
8. Maintain the bank books and check books in a manner which accurately reflects the state of the Town's accounts, and draw each check payable to the order of the person, company or agency for whose benefit it is drawn.
9. Preserve all checks and vouchers as required by law or accepted standards of record keeping.
10. Maintain all account and bank books in a manner which insures that all receipts and disbursements, and the source and character of the same, may be evident, and that a true and accurate understanding of the financial affairs and condition of the Town may be readily ascertained therefrom.
11. Write overdue notices and serve liens where authorized, in the execution of performing accounts receivable functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Minimum of 3 years experience in accounting practices and procedures, payroll and benefits management, revenue and accounts payable management.
- Experience with government financial systems and budgeting strongly preferred (the Town uses “Southern Software FMS” – Financial Management System)
- Experience as a Treasurer or Deputy Treasurer preferred.
- Proficiency in word processing, database management, and financial management software.
- Exceptional accuracy required.
- Good oral and writing skills.
- Customer service skills, including ability to handle difficult situations.
- Supervisory experience of front desk or customer service functions is desirable.

EDUCATION/TRAINING REQUIREMENTS:

- Bachelor’s Degree in finance, business administration or a related field.
- Treasurer certification or training is desirable.

PERSONAL/PHYSICAL REQUIREMENTS:

- Ability to communicate with the public in a clear, concise, calm and courteous manner even in the face of adversity.
- Good vocal and listening abilities and visual acuity for communicating orally and in writing.
- Must possess and maintain driver’s license valid in the Commonwealth of Virginia.
- Requires light physical effort working almost exclusively with lightweight materials (up to 25 lbs) including but not limited to walking, talking, stooping, kneeling, light lifting, bending, reaching and gripping.

NOTE: This job description is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by the Town Administrator. The Town reserves the right to revise or change job duties as the need arises. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks of this job. This job description does not constitute a written contract of employment. **EOE**



TOWN OF MIDDLEBURG



BENEFITS FOR FULL-TIME EMPLOYEES

The Town of Middleburg believes in investing in its employees by providing key benefits. These include:

- Health, dental, and vision benefits through The Local Choice (administered by Anthem BC/BS), with significant amount of premium paid by the Town
- Virginia Retirement System retirement benefits
- Life insurance benefits
- Deferred Compensation plan and matching program
- Paid annual leave and sick leave
- Time off for federal and state holidays (approximately 12 days per year)
- Professional development, including training, conferences, and certifications
- Bonus and merit programs, incentivizing performance that exceeds expectations
- Fitness benefit and tuition assistance
- Opportunities for cross-departmental experience and team project work

A full description of Town benefits can be found in the Employee Handbook or by contacting the Town Office. Benefits are subject to change based on Council direction and budget approval.