



Town of Occoquan, Virginia

Position Announcement

314 Mill Street, Occoquan, VA 22125

www.occoquanva.gov

Position: TOWN TREASURER	Salary: DOQ
Department: FINANCE	Work Schedule: 40 hours per week, Core Business Hours M-F, 8am - 5pm; Occasional Evenings and Weekends
Position Type: PERMANENT, FT	
OPENS: November 12, 2020	CLOSES: Open Until Filled

Under general supervision, performs highly responsible administrative and professional work in the coordination of the financial operations of the Town of Occoquan. Work includes official responsibility for accounting for all receipts and disbursements; prepares a variety of financial reports; processes payroll; manages cash balances; prepares and manages grant programs; directs and conducts audits and prepares and presents reports; prepares budgets and implements Town policies; performs work independently with initiative and exercises independent judgment; utilizes advanced administrative and financial skills to address a wide range of work situations involving highly sensitive and confidential information; and works with other Town employees, Council members, elected officials and the general public. Work is performed under the supervision of the Town Manager.

ESSENTIAL JOB FUNCTIONS

- Serves as Chief Financial Officer for the Town of Occoquan and performs financial management, recordkeeping and tax administrative functions.
- Prepares accounts payable and receivable transactions for posting, verifies and manages account information.
- Generates checks for bill payments from requests prepared by Town staff; maintains records.
- Maintains and processes payroll for Town employees and the Occoquan Historical Society. Processes payroll deductions and payroll reports, processes claims and warrants for funds.
- Monitors cash flow to ensure sufficiency of funds.
- Reconciles Town primary checking, and all other additional bank accounts. Reviews and files copies of financial documents. Transfers funds between accounts, as necessary.
- Manages the investments of the Town funds and provides current status, activity and performance reports to the Council. Recommends changes to investment strategy as appropriate.
- Manages record keeping and administration of town taxes and fees including real estate, meals taxes, business licenses, auto decals, communications and sales taxes.
- Assists with the development and presentation of the annual Town Budget and Capital Improvement Program; provides financial support and data and works with the Town Manager, Town Council and members of the public in the development process.

Obtains real estate tax information from Prince William County. Assists with the preparation of the final budget for annual GFOA award submission.

- Maintains a thorough understanding of the Town and State Code references regarding business and tax administration.
- Monitors expenditures and receipts against budget and provides updates and recommendations to the Town Manager and Town Council; complies with all reporting requirements. Moves funds as directed by the Council. Makes recommendations for potential areas of revenue generation and expense management to the Town Manager.
- Generates financial statements and cash balance fund reports for the Town Manager and Town Council.
- Works with external auditors at year-end. Generates reports and presents all financial data as required for the audit. Maintains organized files in an effort to expedite the audit process.
- Performs an annual internal audit of Town taxes and fees, including meals tax and business licenses. Maintains organized files of all tax information, in coordination with the Town Clerk and kept in accordance with record retention and destruction schedules.
- Maintains the public trust by keeping information confidential as appropriate.
- Attends regular and special Council meetings, finance committee meetings and staff meetings; briefs the quarterly financial reports to the Council.
- Conducts the necessary research and provides support materials to aid Council in making informed decisions.
- Researches grants and completes grant and loan applications, administers grant money that is received and prepares related reports.
- Assists the Town Manager with employee benefits administration and new employee on-boarding, as needed.
- Prepares and updates Department Standard Operating Procedures manual that outlines the functions performed by the Treasurer on a daily, monthly and annual basis. Leads financial training for new employees and develops associated training materials, as needed.

ADDITIONAL JOB FUNCTIONS

- Works on special projects as assigned by the Town Manager.
- Provides customer service and supports administrative office coverage during core business hours. Cross-trained on basic town functions and programs to aid in the continuity of town services.
- Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing system, etc.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of financial management including investment of funds, accounting, payroll and billing practices and financial record keeping; considerable ability to perform mathematical calculations and maintain accurate and complete records and files; considerable ability to communicate effectively both orally and in writing with Town staff, state and county

officials, local elected officials and the public; considerable ability to work independently, prioritize tasks, research and solve problems; considerable ability to prepare a variety of financial reports on the cash basis of accounting, and to prepare and assist with the preparation of the Town budget; ability to represent the Town in a professional, courteous and efficient manner; thorough knowledge of administrative processes; thorough knowledge of standard office procedures, practices and equipment; thorough knowledge of effective customer service practices; ability to research and prepare reports and correspondence; ability to establish and maintain effective working relationships with elected officials, coworkers, and the general public.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting, finance, economics, business administration, or other relevant field supplemented by three years of progressively responsible financial management experience, preferably in a local government setting; or an equivalent combination of education, training and experience, which provides the required knowledge, skills and abilities. Proficiency with Microsoft Office, especially Excel. Experience with grant management and investment knowledge preferred. QuickBooks Pro Advisor certification preferred.

POSITION SPECIFICS

Benefits: Virginia Retirement System (VRS) Member; Employer Paid Life Insurance and Disability; The Local Choice health benefit program; Vacation and Sick Leave.

Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The Town of Occoquan is an Equal Opportunity Employer (EOE) and is fully committed to the principles of equal employment opportunity. The Town maintains and promotes equal opportunity for all employees and applicants for employment in accordance with relevant state and federal laws. The Town will not discriminate on the basis of race, color, religion, sex, national origin, age, or physical or mental disability unrelated to the ability to perform the essential functions of the position.