

Town of Damascus

"The Strength of a Town Lies in the Confidence and Cooperation of Its People"

PO DRAWER 576

DAMASCUS, VIRGINIA 24236-0576

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POSITION TITLE:	Town Treasurer
CATEGORY:	Administration
POSITION PLACEMENT:	Appointed by the Town Council
PUBLIC SERVANT:	Serves at the pleasure of the Council
REPORTS TO:	The Chairperson of the Budget, Finance, and Administration Committee
REQUIREMENTS:	High school diploma or GED <i>plus</i> education and experience equivalent to at least an Associates Degree in Public Administration, Business Administration, Accounting, or a related field.
JOB SUMMARY:	The purpose of this position is to provide highly responsible professional, technical, and administrative duties that may deal with sensitive or confidential matters, performed in accordance with the legal requirements set forth in Town and State Codes. Position is responsible for providing direct support to the Mayor, Council Members, Town Manager, and Department Heads; as well as providing assistance to the general public, using discretion concerning official information. (Performs related work as required.)

Duties as the Town Treasurer may include, but are not limited to:

1. Oversee handling and accounting of all town financial operations, including investments, taxes, fees, licensing and all other monies in accordance with laws and regulations.
2. Responsible for administration, compliance and statutory reporting of accounting operations, including taxation, audits and annual reports.

3. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
4. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
5. Serves as chief financial advisor to the Town Council and Manager.
6. Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
7. Maintains financial records.
8. Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the Town to assure the fiscal wellbeing of the Town.
9. Directs the preparation of State and Federal reports, including tax reports.
10. Invest reserve funds of the Town.
11. Assist in development of departmental and overall town budget.
12. Oversee insurance program and needs, including acting as Risk Manager for the town.
13. Provides financial advice to Council; makes presentations to Council and Town committees.
14. Communicates official plans, policies and procedures to staff and the general public.
15. Provide backup and assistance to Town Clerk, interact with the public and handle information requests as needed.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems.
- Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, Town officials; ability to communicate effectively orally and in writing.
- Detailed understanding of property, casualty and workers compensation insurance, along with knowledge of safety guidelines and loss control practices.
- Proficient with computers and pertinent software programs in order to perform accurate record keeping, deal with software providers and produce necessary records and reports.

SPECIAL REQUIREMENTS:

- Valid State Driver's License, or ability to obtain one
- Notary Public certification within six months
- Must be bondable