



Town of Clifton, Virginia

Position Description - Treasurer

The **Treasurer** is responsible for collection of revenue and day-to-day financial management for the Town.

Job Functions and Duties:

Reporting directly to the Mayor and supporting the Town Council, your responsibilities will include:

- Processing bi-monthly payroll for three employees, filing and payment of quarterly federal and state withholding, and generating annual W2 forms.
- Managing accounts payable and payment of invoices and reimbursements. Generating annual 1099 forms.
- Processing incoming payments and making bank deposits.
- Maintaining financial documents and ensuring proper documentation for payments and receipts.
- Preparing and presenting monthly Treasurer reports to the Town Council.
- Collecting annual Business and Professional Occupational License (BPOL) tax and issuing business licenses.
- Collecting monthly meals tax.
- Interfacing with Fairfax County and the Commonwealth of Virginia on financial matters.
- Preparing the annual fiscal year budget, including review of prior year actuals, and requesting input from Town committees.
- Managing Town bank accounts and investments, and tracking cash flow.
- Coordinating with external accounting firms.
- Coordinating annual financial audit.
- Performing other financial duties as assigned by the Town Council.

Required Knowledge, Skills, and Abilities:

- Knowledge of GAAP; familiarity with FASB or GASB standards.
- Strong bookkeeping skills.
- Strong grasp of cash flow management.
- Attention to detail and strong organizational skills.
- Ability to work effectively with the public, elected and appointed officials, Town management and staff, and community organizations.
- Ability to maintain tact and courtesy, meet deadlines, maintain accurate, complete, and confidential records.
- Ability to attend evening meetings (typically once/month).

Required Qualifications:

- Five years of accounting, finance, or bookkeeping experience.
- Proficient in QuickBooks, Google Suite, and Office 365 applications.
- Bachelor's or Master's degree in accounting, business administration, finance, economics or related area.
- Prior experience with federal, state, or local government budgets, grant accounting, and financial management strongly preferred.

This is a part-time salaried position (\$35,000 annually) with the expectation of 15-20 hours per week with an anticipated start date of December 16, 2024. To apply, submit a resume and cover letter highlighting interest and relevant experience to the following via email: clerk@cliftonva.gov, treasurer@cliftonva.gov, mhess@cliftonva.gov, and finance@cliftonva.gov.