

Treasurer Position

Town of Windsor, VA

The Town of Windsor is accepting applications for the Treasurer position. The position manages payroll, accounting and accounts payable functions and staff; supervises utility billing and collection; prepares annual financial statements and other financial reports; helps prepare annual budget and monitors budget compliance; reconciles financial records and cash disbursements; identifies and investigates system problems; analyzes and makes recommendations on fiscal and financial policies; manages year-end closing; assists independent auditors; ensures expenditures and appropriations are accurate and completed on schedule; approves invoices; edits journal entries; and manages tax collection and tax compliance audits.

Requires advanced bookkeeping and accounting skills with a Bachelor's degree in accounting or related field preferred; knowledge of laws and regulations governing municipal financial matters; ability to analyze and evaluate financial reports. Experience with MUNIS preferred.

Salary will be commensurate with experience and education; excellent benefits including VRS retirement and healthcare.

The position is open until filled, with the first review of applications on October 12, 2020.

Applications will be received by mail to William Saunders, Town Manager, P. O. Box 307, Windsor, VA 23487 or by email to wsaunders@windsor-va.gov.

The Town of Windsor is an Equal Opportunity Employer.

