



TOWN OF OCCOQUAN

314 Mill Street

Occoquan, VA 22125

www.occoquanva.gov

NOW HIRING: TOWN TREASURER

The Town is seeking qualified candidates for the position of Town Treasurer. Please send your cover letter and resume to Kirstyn Jovanovich, Town Manager, PO Box 195, Occoquan, VA 22125, or kjovanovich@occoquanva.gov.

Open until filled | First Round Candidate Review Deadline: Dec. 4

To view the complete job announcement, visit www.occoquanva.gov.

POSITION DESCRIPTION

The position duties include overall management of the budget, accounting and financial reporting for the Town. The Town Treasurer position also involves oversight of cash disbursements and investments, capital expenditure analysis and record keeping, grant reporting, audit preparation and the administration of the Town's financial management system. The position is also responsible for assisting with the administration of insurance, human resources, benefits and tax billing.

As a small organization, this is a working Treasurer position and requires a wide breadth of experience and knowledge in all areas of governmental finance and accounting. Qualified candidates will be comfortable working both independently and in a team environment; preparing and presenting reports; providing strategic financial and budgetary guidance; and performing day-to-day accounting and financial tasks.

Full-Time, M-F, 8 a.m. – 4:30 p.m., some nights and occasional weekends

Salary: DOQ

Virginia Retirement System (VRS) Member; Employer paid life and disability; The Local Choice health benefit program; Leave Accrual program