



The Town of Dayton has an opening for the following management position:

Treasurer

Performs complex advanced financial and administrative work planning, organizing, managing and participating in the financial activities and financial reporting for the Town;

Responsible for planning, directing, and managing the general accounting functions of the Town in compliance with general accepted accounting standards. Supervision and direction exercised over accounts payable, procurement, payroll, revenue billing and collection, and capital asset management functions; primary responsibility for general ledger/journal entries and corrections;

Assists the Town Superintendent with the preparation of annual operating and capital improvement budgets and capital improvement plan; prepare revenue estimates; review and prepare budget amendments, as necessary;

Assist Town Superintendent/Manager and Town Council's Finance Committee in overseeing and directing the investment of the Town's idle funds;

Reconcile bank statements and balance to general ledger on a monthly basis; and,

Manage annual independent audit, schedule and related work flow; request audit-related information from other departments; prepare required schedules, reports and work papers; review final report for accuracy before final report issued.

Bachelor's with coursework in accounting, finance, or related field and considerable experience in governmental fund accounting and finance administration including supervisory experience, or equivalent combination of education and experience.

For more information or to apply for this position please see the Town's website at www.daytonva.us or contact the Town Superintendent at (540) 879-2241. This position is open until filled.

The Town of Dayton is an equal opportunity employer