

MIDDLEBURG

EST VIRGINIA 1787

Seeks a Finance Director/Town Treasurer



Middleburg is a historic community situated in southwestern Loudoun County. The Town is home to approximately 800 residents, who treasure its sense of authentic community and charming, small-Town feel. As the commercial hub for southern Loudoun and northern Fauquier Counties, Middleburg boasts a diverse service, retail, and hospitality-based economy. Examples include the 5-star Salamander Resort & Spa, as well as the Red Fox Inn & Tavern, America's oldest original Inn. The Bull Run and Blue Ridge mountains create a scenic backdrop that perfectly complement the Town's charm and warmth you'll receive. Middleburg has an immediate opening and invites interested candidates to apply as its next Finance Director and Town Treasurer.

Middleburg is a full-service Town government with 15 full-time Town employees, including a 24/7 police force. The annual Town budget is approximately \$4.8 million, which includes the general fund and the utility system operations. Meal Tax and Lodging Tax account for 50% of the Town's General Fund revenues, primarily driven by tourism and visitor spending. The Town is governed by a Mayor and 7 Councilmembers, who also appoint numerous advisory Boards and Committees. The Town Council is focused on thinking and acting strategically, innovation, business enhancement, protecting quality of life, and customer service. Middleburg is embarking on a number of key initiatives, including long-term financial planning, development of a true Capital Improvement Program, and business process improvements. The Town is planning for the construction of a new Town Office building, which will be the largest capital project in the Town's history.

The Town of Middleburg has an immediate opening for a full-time Finance Director who will also function as the Town Treasurer. The Town is seeking a dynamic leader with a desire to make a positive impact on a historic, tight-knit community. This key leadership position is responsible for financial planning and analysis, budgeting, cash management, accounting and financial reporting, debt management, procurement, and other municipal finance-related tasks. The Finance Director/Treasurer will perform complex professional and administrative work that will consist of developing comprehensive financial strategies and analysis including long-term planning of all Town funds; manage all accounting of taxes, other monies and revenue payable to the Town; prepare monthly financial statements, report the statements to the Council on a monthly basis, and ensure that the Departments are within the authorized budget amounts; prepare bi-weekly Town payroll, including receipt of employee time sheets and payment of all payroll taxes and insurance premiums; manage the water/sewer accounts, record any changes, and oversee the preparation of bi-monthly water/sewer bills; implement continuous process improvement by using technology and evaluating business practices. Other crucial areas for the Director will involve developing debt management policies and financial strategies, coordinating and analyzing intergovernmental financial matters, overseeing and supervising the preparation and maintenance of financial and accounting records and files.

Requirements include any combination of education and experience equivalent to a bachelor's degrees in finance, business administration or a related field. Treasurer certification or training is preferred or for those who desire professional development, support is available to achieve certification(s). A minimum of 3 years of experience in accounting practices and procedures, payroll and benefits management, revenue and accounts payable management is needed. Middleburg uses Southern Software Financial Management System (FMS). Experience with government financial systems and budgeting is strongly preferred. It is highly desirable that the applicant have experience as a Treasurer or Deputy Treasurer with proficiency in word processing, database management, and financial management software.

The hiring salary range is negotiable based on the candidate's qualifications and experience. Benefits include, but are not limited to, participation in the Virginia Retirement System, vacation and sick leave, group life insurance, medical and dental insurance, professional dues and conference expenses.

Qualified candidates should submit their cover letter and resume online by visiting the Baker Tilly website at <https://bakertilly.recruitmenthome.com/postings/2481>. This position is open until filled; however, candidates are encouraged to apply by the **first review date of December 16, 2019**. Following this date, applications will be screened against criteria outlined in the brochure, available [here](#). The Town will then review recommended candidates who most closely meet the established criteria. For more information, please contact Steve Miner at richmond@springsted.com or 804-726-9748.

Learn more about the Town of Middleburg at: www.middleburgva.gov

The Town of Middleburg is an Equal Opportunity Employer (EOE).