



Job Title:	Treasurer, Town of Smithfield
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Date Posted: February 24, 2023

Position Closes: March 17, 2023

Pay Range: \$86,553.25 - \$142,812.87

Status: Full-Time, Exempt

JOB SUMMARY

Under direct supervision of the Town Council with oversight from the Town Manager, this position is responsible for the collection, distribution, enforcement and reporting of property taxes and the management of public trust functions in compliance with state and federal agencies. The Treasurer is responsible for leading, coaching and being a role model to staff. The position is responsible for collection of all utility charges and fees as well as all related billings.

ESSENTIAL JOB FUNCTIONS:

- Provides leadership and recommendations to the Town Council and Town Manager with setting the strategic direction of the Treasurer's Office to achieve the Town's goals and implement the work plan of the department.
- Oversees daily work of the Treasurer's Office including, but not limited to collecting and distributing property taxes; administering abatements, refunds, and redemptions; collecting miscellaneous revenue; making bank deposits; releasing deeds of trust; enforcing personal property taxes;
- Edits and approves personal property and real estate tax billings with assistance from IT consultant. Responds to questions from taxpayers. Serves as liaison to Isle of Wight County Commissioner of the Revenue and Treasurer regarding interaction between the Town's and County's tax billing and collection procedures.
- Develops and makes recommendations for policies and procedures and enforces existing policies and procedures to ensure proper internal controls and efficient processes that emphasize data and procedural integrity, security, compliance, and appropriate financial management.
- Builds and maintains effective relationships with the citizens of Smithfield, Town Staff, and other stakeholders in order to discuss and resolve issues or concerns, exchange information, and recommend changes to improve service.
- Keeps abreast of changes in legislation and changes in regulatory requirements and serves as lead in communications and initiatives resulting from changes.
- Performs cash management and banking services for the Town. Secures debt financing at the direction of Town Council. Serves as an authorized signer on all bank accounts.
- Assists in investing all Town funds in accordance with the Town's investment policy;
- Other financial duties include but are not limited to: coordinating monthly balancing and reporting of the property tax collections and distributions; preparing monthly reports;

assisting with the annual audit; and preparing and monitoring the budget for the Treasurer's Office.

- Oversees collection of all utility charges and related billings.
- Plans, assigns, and supervises the activities of the Department and the work of subordinate staff. Provides guidance and direction as needed. Evaluates staff performance.
- Prepares a wide variety of financial reports. Responds to questions and/or requests for information from Department heads, Town Council, Town Manager, or the general public regarding Town financial activities, policies, procedures, and revenues. Files reports as required by lenders or state and federal agencies.
- Edits and approves personal property and real estate tax billings with assistance from IT consultant. Responds to questions from taxpayers. Serves as liaison to Isle of Wight County Commissioner of the Revenue and Treasurer regarding interaction between the Town's and County's tax billing and collection procedures.
- Manages the Town's financial information system with the assistance of IT consultant and staff IT. Performs system back-ups. Identifies needs for new hardware/software. Trains new users on system, and trouble shoots system problems.
- Attends Town Council and committee meetings as required by the Town Manager and Town Council.
- Assists with real estate and personal property supplements and abatements as needed.
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's Degree in finance, accounting, or related field;
- Six (6) to nine (9) years of related work experience;
- Previous experience in utility billing preferred;
- Previous supervisory experience strongly preferred;
- Experience working in a municipality is preferred;
- Must possess excellent attention to detail.
- Must possess strong organizational skills.
- Must possess a customer service focused attitude.
- Must be proficient in MS Office applications; specifically, Word and Excel.
- Must possess knowledge of operating standard office equipment.
- Must possess excellent communication skills, both written and verbal.
- Or equivalent training, education, and/or experience.

Background Check and Drug Screen Required

Knowledge, Skills, and Abilities:

- Knowledge of terminology, procedure, equipment, bookkeeping, and generally accepted accounting principles;
- Knowledge of office procedures and industry best practices in treasury management;
- Knowledge of the Town's work rules and policies for employees;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar programs);
- Knowledge of MUNIS software;
- Skill in arithmetic;
- Skill in customer service;
- Skill in planning and organizing work;

- Skill in utilizing such office equipment as a calculator, typewriter, facsimile machine, and copier;
- Skill in interpersonal relations;
- Skill in the use small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Skill in communicating effectively both orally and in writing;
- Skill in communicating and working effectively with a team;
- Skill in clarifying authority, responsibilities, and expectations; and
- Ability to complete assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures;
- Ability to prioritize and meet deadlines;
- Ability to work independently;
- Ability to meet regular attendance requirements;
- Ability to maintain the professional expertise required to perform the job effectively;
- Ability to make timely and sound decisions;
- Ability to adhere to all established safety standards and ensure such standards are not violated;
- Ability to schedule own time to meet deadlines;
- Ability to organize and communicate effectively.
- Ability to work and supervise multiple staff in multiple situations;
- Ability to make action-based decisions with the application of professional business ethics;
- Ability to establish and maintain working relationships with Town officials, fellow employees, and the general public.

PHYSICAL DEMANDS:

This is largely a sedentary role; however, some filing, light lifting, pushing or pulling is required. This would require the ability to lift files, open filing cabinets, and bend or stand as necessary. The amount of weight to lift, push, or pull would not exceed twenty (20) pounds.

WORK ENVIRONMENT:

Tasks are regularly performed with limited exposure to adverse environmental conditions.

How to Apply

Interested, qualified candidates should apply online at www.smithfieldva.gov. Resumes may be submitted to the Human Resources Department at arogers@smithfieldva.gov.

Questions may be directed to Ashley Rogers at arogers@smithfieldva.gov or 757-542-3137.