

## Finance Director / Treasurer - Middleburg, Virginia

The Town of Middleburg, Virginia (est. pop. 800) is a historic, quaint community situated in southwestern Loudoun County. As the commercial hub for southern Loudoun and northern Fauquier Counties, Middleburg boasts a diverse service, retail, and hospitality-based economy.

The Town of Middleburg has an immediate opening for a full-time Finance Director who also functions as the Town Treasurer. This key leadership position is responsible for financial planning and analysis, budgeting, cash management, accounting and financial reporting, debt management, and other municipal finance-related tasks. The Finance Director reports directly to the Town Manager but interacts regularly with members of the Town Council. Middleburg is a full-service Town government with 15 full-time Town employees and an annual budget of approximately \$6.5 million, which includes the general fund and the utility system operations. Meals Tax and Lodging Tax account for more than 50% of the Town's General Fund revenues, primarily driven by tourism and visitor spending.

Qualified candidate will possess a bachelor's degree in business administration, finance, or a related field and a minimum of three years' experience in accounting practices and procedures, payroll and benefits management, and revenue and accounts payable management. Experience as a Treasurer or Deputy Treasurer preferred. Experience with government financial systems and budgeting preferred. The Town uses Southern Software Financial Management System (FMS).

The salary range for this position is expected to be \$115,000 - \$125,000 depending upon qualifications and experience. The Town also provides a comprehensive benefits package including participation in Virginia Retirement System, paid leave, life, disability and health insurance (the Town pays 100% health insurance premiums for individuals; 80% for families).

Qualified candidates are asked to review the recruitment brochure and apply by March 26, 2024 at:

<https://www.governmentjobs.com/careers/bakertilly/jobs/4405113/finance-director-treasurer-middleburg-virginia>

This position is open until filled. Applications will be screened against criteria outlined in the recruitment brochure. For more information, please contact Anne Lewis at [Anne.Lewis@bakertilly.com](mailto:Anne.Lewis@bakertilly.com) or 703-923-8214.