



Class Description

Class Title: Town Treasurer

FLSA Status: Exempt

Salary Range and Benefits

Salary Range \$91,088 – \$150,295 annually, salary is negotiable depending on qualifications and experience. The Town of Dumfries offers a full range of employee benefits, including enrollment in healthcare and retirement plans. This is not an elected position, and it reports to the Chief Financial Officer.

General Description

The primary function the Town Treasurer is the is to provide overall management responsibility for the financial operations of the Town Customer Service Center and the daily operations of the Dumfries DMV Select office.

Duties and Responsibilities

The functions listed below are those that represent most of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

Essential Duties

Manage the Town's cash flow, banking relationships and investments and ensure timely billing, collection of taxes, fees and other revenues.

Manage the billing and collection of all public funds, and money payable to the Town (includes, but is not limited to, all taxes, license fees, fines, Town events, permits fees, Meals Taxes, Gaming Taxes, Transient taxes), intergovernmental revenues, special assessments, and daily revenue deposits.

Work closely with the Town Manager, CFO, department heads, auditors, and the public to ensure transparency, accuracy and accountability in all financial matters.

Custodian of all monies, bonds, and other securities of the Town. Monitor cash flow and reconcile bank accounts.

Maintain the Town's annual PCI (Payment Card Industry) compliance through timely certification and adherence to security requirements.

Ensure secure and compliant processing of electronic payments by adhering to ACI Worldwide's authentication protocols and payment standards.



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Coordinate with Taxing Authority Consulting Service- (TACS) on delinquent real estate accounts and support collection efforts.

Prepare and submit monthly financial reports to the CFO and quarterly financial reports to the Town Manager and Town Council. Reconcile revenue reports with Finance and address any variances.

Serve as liaison with the Virginia DMV and ensure ongoing compliance with contract requirements.

Manage the DMV Select office to ensure compliance with state DMV regulations and PCI compliance. Supervise Town staff responsible for processing DMV transactions and activities.

Maintain secure handling of DMV inventory (decals, plates, titles, etc.) and ensure proper cash handling and reconciliation in processing vehicle registrations, titles, decals, and related DMV transactions.

Manage and resolve customer issues and complaints.

Collaborate with the Chief Financial Officer and Town Manager during the annual budget development process, providing revenue forecasts, collection trends, and related insights.

Ensure appropriate cross-training and internal controls are in place for critical treasury functions, including daily reconciliations and DMV Select operations.

Monitor DMV Select transaction volumes and customer satisfaction metrics; propose process improvements as necessary to ensure high service quality.

Maintain the highest level of confidentiality and ethical standards in handling sensitive financial, personal, and legal information.

Perform related work as assigned.

Minimum Education and Experience Requirements

Bachelor's degree in Finance, Accounting or a relevant field. Five (5) years of experience in financial operations, government accounting systems, to include two (2) years supervisory experience.

Ability to read, comprehend and present technical and financial materials clearly.
Attention to detail and accuracy dealing with numbers, formulas and spreadsheets.



Class Description

An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification.

Must demonstrate proficiency utilizing Microsoft Office 360 suite and be willing and capable of learning and utilizing additional software as incorporated in the delivery of services by the organization.

Special Certifications and Licenses:

Must pass a criminal and financial background check. Must be bondable. Completion of Virginia Treasurer's Association certification preferred (or must be obtained within two years of employment).

Physical Demands

Due to the nature of work assignments, employees must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under time constraint.

The essential duties of this classification may require the ability to regularly talk, hear, see, and perform repetitive motions; frequently reach and finger; and occasionally climb, balance, stoop, kneel, crouch, crawl, reach, stand, push, pull, lift, walk, grasp, and feel.

This classification is considered to be sedentary, exerting up to 25 pounds of force occasionally, and a negligible amount of force to move objects such as filing boxes and paper.

Americans with Disabilities Act Compliance

The Town of Dumfries is an Equal Opportunity Employer. In compliance with the American Disabilities Act (ADA), the Town will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.