

TOWN OF RICHLANDS

JOB DESCRIPTION

Department: Finance Office

Job Title: Office Manager

Reports to: Town Manager

Classification: Salary Overtime Exempt

Nature of Work:

Departmental Supervisor plans, directs, and organizes all operations of the Finance Office.

Examples of Job Duties:

Oversees utility billing and collection, all tax billing and collection, (includes but not limited to meals tax, real estate tax, business and professional occupational tax, and bank franchise tax). Responsible for reviewing all bank transactions, payroll transactions and human resource issues (employee insurance and retirement issues).

Minimum Education, Experience, and Licenses:

The Office Manager shall possess a Bachelor's degree in finance or accounting, or equivalent business experience and 10+ years of progressively responsible experience. Excellent communication skills are essential, particularly in regard to presenting the results of analyses to management. You must have a positive work ethic and an appreciation for details. You must believe in continual process improvement.

Knowledge, Skills, and Abilities:

Managerial skills that include the direct supervision of utility billing clerks, tax clerks, human resource officer, accounting clerks and general office clerical employees. Knowledge of insurance matters that including but not limited to employee, liability, fleet, flood, life and property insurance and other insurance policies that are common in municipal government operations. Must possess knowledge of Va. Tax laws and the Town of Richlands Ordinances and Policies and Procedures. Knowledge of accounting procedures such as reviewing financial statements, accounts payable, accounts receivable, payroll, budgetary accounting and proficient in all aspect of accounting and rules

pertinent to GAAD an SEC. Must be able to communicate professionally with the general public at all times.

Physical Standards:

Employee must display a professional appearance and dress attire that promotes the Town of Richlands and its employees. Must be physically able to operate a variety of automated office machines, but not limited to computers, typewriters, calculators, copiers, facsimile machine and postage machines.

Work Standards:

Normal place of employee will be the Town of Richlands Town Hall. Travel and training should be expected that would require out of town trips.

Background investigation and requirements:

Applicant will be subjected to a physical examination, drug screening and criminal background investigation.

Wages:

Commensurate with experience and education