



Town of Cape Charles, Virginia

FINANCE MANAGER

The Town of Cape Charles is seeking a detail-oriented and motivated **Finance Manager** who will report directly to the Town Treasurer. This position plays an important role in maintaining the accuracy and integrity of the Town's financial records and supporting the Town's financial operations.

The Finance Manager will perform a variety of professional accounting duties, including general ledger accounting, account reconciliations, financial reporting, budget monitoring, oversight of accounts payable and accounts receivable functions, fixed asset accounting, audit preparation, grant tracking, and financial analysis. Excellent computer and people skills are necessary. This position will work closely with the Treasurer, Town Manager, department heads, employees, auditors, financial institutions, and members of the public. The Finance Manager will fill in for the Treasurer in his or her absence.

The successful candidate will be someone who not only enjoys working with numbers and financial information but is a collaborator, team player and a public servant. The successful candidate must have strong attention to detail, the ability to be discreet with confidential information, excellent customer service skills, can work independently, and is comfortable balancing routine accounting responsibilities with special projects and problem-solving.

WHAT YOU'LL DO

Responsibilities include, but are not limited to:

- Preparing, reviewing, and posting journal entries to the Town's general ledger
- Assisting with monthly and year-end financial closing activities
- Assisting the Treasurer with preparation of monthly financial and Treasurer's reports
- Monitoring revenues and expenditures and preparing actual-to-budget reports for department heads and management
- Assisting with the Town's annual budget preparation, budget adjustments, and ongoing budget monitoring
- Maintaining fixed asset records and assist with capital project accounting and year-end depreciation updates
- Assisting with preparation for the Town's annual financial audit, including reconciliations, schedules, supporting documentation, and responses to routine auditor requests
- Processing and reconciling various Town revenues, including real estate, personal property, BPOL, harbor, permitting, planning and zoning, and other miscellaneous revenues

- Assisting with tax and utility account reviews, collections, payment agreements, and related account maintenance
- Assisting with banking activities, ACH payments, deposits, credit card reconciliations, and related accounting entries
- Assisting with tax roll updates, exonerations, DMV stops and releases, and other applicable revenue and collection functions
- Preparing bills and financial transactions in the Town's financial management system.
- Researching financial information and preparing spreadsheets, reports, and analyses for Town management and other authorized parties
- Cross training in other Finance Department functions and provide backup coverage for Accounts Payable and payroll when needed
- Providing professional and courteous assistance to taxpayers, customers, employees, vendors, auditors, and members of the public

WHAT WE'RE LOOKING FOR

Minimum Qualifications

Bachelor's degree in accounting, finance, business administration, or a related field and a minimum of 2 years' experience in accounting; or an equivalent combination of education, training, and experience.

Experience in governmental accounting, municipal finance, budgeting, auditing, revenue collection, or financial management is highly desirable.

The Ideal Candidate Will Have

- Strong knowledge of accounting principles and practices
- Excellent attention to detail and accuracy
- Strong analytical, organizational, and problem-solving skills
- Extensive working knowledge of Microsoft Excel and other Microsoft Office applications
- Experience with accounting or financial management software and the ability to learn new software easily
- The ability to interpret financial information and identify discrepancies or unusual transactions
- Proven customer service experience
- The ability to manage multiple responsibilities, establish priorities, and meet deadlines.
- Excellent written and verbal communication skills
- A commitment to confidentiality, fiscal responsibility, and high-quality public service
- Experience with Virginia local government finance is a plus

WHY JOIN THE TOWN OF CAPE CHARLES?

This is an excellent opportunity for an accounting professional who wants to apply their skills in a meaningful public-service environment. The Finance Manager will have the opportunity to work across many areas of municipal finance and gain broad experience in budgeting, financial reporting, auditing, revenue administration, grants, and governmental accounting.

The Town values professionalism, teamwork, accountability, and excellent customer service. This position offers the opportunity to become an important member of a small Finance team where your work has a direct impact on the Town and its residents.

Salary range is \$27.12- \$29.33 per hour, (\$56,404-\$61,007 annually) DOQ. This is a full-time non-exempt position that is eligible for overtime with a generous benefit package, including state retirement through VRS.

Please submit a cover letter, resume and a Town Application to Human Resources, PO Box 191, 412 Tazewell Ave., Cape Charles, VA 23310. Or email to humanresources@capecharles.org. Town Applications can be downloaded from the Town's website under employment opportunities, <https://www.capecharles.org/jobs> . Submittals without a complete Town Employment Application will not be considered. Applications will be accepted until this position is filled. EOE.

We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business needs