



## **EMPLOYMENT OPPORTUNITY**

### **Town Clerk & Finance Officer**

Town of Onancock, Virginia

The Town of Onancock is seeking a reliable, detail-oriented professional to serve as Town Clerk & Finance Officer. This full-time, non-exempt position supports Town Council and other governing bodies, maintains official records, assists the public, and manages the day-to-day bookkeeping and recurring financial work of Town Hall.

The successful candidate will be comfortable moving between clerical, administrative, and financial responsibilities and will bring clear communication, careful organization, accuracy, and consistent follow-through to the role.

#### **Key responsibilities**

Prepare Council agendas and packets, attend evening meetings, draft minutes, maintain ordinances and other official records, and track follow-up from Council actions.

Coordinate public notices and public-records requests, support boards and commissions as assigned, and assist residents, taxpayers, vendors, employees, and Council members.

Maintain the general ledger, process invoices and payments, record receipts and deposits, and reconcile bank, payroll, credit-card, and related accounts.

Coordinate payroll information and support tax, utility, business-license, and other revenue administration. Prepare routine financial reports and organized records for the annual audit.

#### **What we are looking for**

At least three years of responsible experience in municipal administration, governing-body or records support, bookkeeping, accounting support, payroll, tax or revenue administration, or a closely related role. Substantial bookkeeping or financial-administration experience is required. Equivalent education and experience may be considered.

Candidates must be able to prepare clear written records and use accounting software and Excel or comparable spreadsheet software. Local-government experience and relevant college education are preferred but not required.

#### **Compensation and benefits**

The anticipated hiring range is \$50,000-\$60,000, depending on qualifications and experience. The Town offers health insurance, participation in the Virginia Retirement System, paid leave, and Town holidays.

#### **How to apply**

Submit a cover letter, resume, and three professional references to Town Manager, Wes Wootten by email at [wesley.wootten@onancock.com](mailto:wesley.wootten@onancock.com) or drop them off at Town Hall, 15 North Street, Onancock, VA 23417. Please use "Town Clerk & Finance Officer" as the email subject line.



The position is open until filled. Applications received by Wednesday, September 9, 2026, will receive first consideration. *The Town of Onancock is an equal-opportunity employer.*