**Town of Saint George, VT Treasurer Job Description**

**BASIC INFORMATON**

**Work schedule:** Part-time (up to 10 hours per week, with occasional additional hours as needed.). No required office hours, but work will be performed primarily from the Saint George, VT Town office.

**Starting pay rate**: $30.00 per hour

**FLSA Status**: Non-exempt

**Supervisor:** Town of Saint George Selectboard

## OBJECTIVE/PURPOSE

The Town Treasurer is responsible for overall management of the town’s accounts, tax records, cash flow and distributing payments in compliance with federal and state statutes and as authorized by the Selectboard.

**DUTIES AND RESPONSIBILITIES**

* Keep accurate, itemized accounts of all monies received and disbursed by the Town as prescribed by the State Auditor of Accounts.
* Keep an account of monies, bonds, notes and evidence of debt paid or delivered to them, and of monies paid out by them for the Town, which accounts shall at all times be open to inspection of persons interested.
* Deposit as soon as practicable, the funds of the Town in the name of the Town in the public depository designated by the Town.
* Conduct banking transactions and reconciliations for Town accounts.
* Co-sign checks for all funds disbursed.
* Maintain a system of control to ensure that expenditures do not exceed appropriation.
* Process accounts payable in cooperation with the Town Clerk:
	+ Review all purchase invoices and ensure their proper encoding in the computer system by the Clerk
	+ Prepare payment vouchers (checks) and disburse after approval of the expenditure by the Town Selectboard
	+ Prepare a report for each regular Town Selectboard meeting showing invoices and checks issued for payment.
* Prepare quarterly monthly financial reports for the Town Selectboard showing the current budget vs. actual numbers and other reports as requested.
* Provide the Town Selectboard with timely and informative financial reports on a regular basis and as needed for review of current budget.
* Annually, before June 30th, complete and provide to the Selectboard a copy of the document made available by the Auditor of Accounts. Settle with the auditors five day previous to each annual town meeting and other times as the Selectboard may require.
* Administer and monitor the Town’s short and long terms investments.
* Retain all public records that are required by Vermont Statues and/or Federal regulations.
* Attend Town Selectboard meetings when requested. Attend annual Town meeting.
* Other duties as assigned

**Education and Experience Requirements**

An Associates degree in Business, Administration or other relevant discipline, plus two years of bookkeeping or other relevant experience administering financial records or an equivalent combination of education and experience. QuickBooks experience preferred. The individual in this role must be bondable. An offer of employment will be contingent on passing a criminal and credit background check.

**Knowledge, Skills and Abilities**

* Ability to comprehend and follow written and verbal instructions
* Knowledge of bookkeeping and accounting to perform the duties described
* Attention to detail and accuracy
* Ability to maintain composure when interacting with colleagues or members of the public
* Applied knowledge of Microsoft Office suite (Word, Excel, Access)
* Ability to locate applicable information on the internet and critically assess that information
* Ability to organize work, prioritize and meet deadlines

**PHYSICAL AND MENTAL DEMANDS**

* Requires the ability to maintain mental focus to produce accurate spreadsheets and monthly and quarterly reports within an open office atmosphere.
* Requires the ability to prioritize multiple pressing issues and make presentations to the Selectboard and the public as requested.
* Travel to trainings or meetings within the state of Vermont is required several times a year. Training will be offered and paid for by the Town.
* Use of a computer (keyboard, voice activated, etc.)

**DISCLAIMERS**

* The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
* This job description is neither an employment contract nor a promise of work for any specific length of time.

**LOCATION:** Saint George, Vermont Town Office

**EQUAL EMPLOYMENT OPPORTUNITY**

Diverse experiences from people of varied backgrounds inform and enrich our community.  The Town of Saint George strongly encourages applications from historically marginalized and underrepresented populations.  The Town of Saint George is an equal opportunity employer, in compliance with ADA requirements, and will make reasonable accommodations for the known disability of an otherwise qualified applicant.

**For more information about Vermont town treasurer responsibilities go to:**  [Treasurers - VMCTA](https://www.vmcta.org/index.asp?Type=B_BASIC&SEC=%7b192E6A40-593E-489E-B15D-8BB2D7FB0B16%7d)