

NOTICE

TOWN of EAST MONTPELIER, VERMONT TOWN TREASURER POSITION OPENING

The Town of East Montpelier is seeking an organized and motivated candidate to serve as our Town Treasurer. This is a flexible, part-time position with full-time potential; pay is commensurate with knowledge and experience; generous benefit package. Town residency is not required.

The Town Treasurer is responsible for the management of all of the town's financial activities: receipt, investment, and disbursement of funds; keeping a record of taxes voted, billed, and collected; collecting other funds receivable by the town; and, paying orders drawn on town accounts. The treasurer acts as the town's collector of current taxes and serves on the town's capital improvement committee.

A bachelor's degree in accounting, public administration, or similarly applicable discipline is preferred, as well as at least three years experience in the area of accounting (in the public or private sector) including experience managing payroll, employee benefits, and accounts payable and receivable.

For consideration, submit a cover letter, resume detailing work history, and names of three references by **5:00 p.m., Thursday, February 17**, to the Town Treasurer Selection Committee at:

P.O. Box 157, East Montpelier, VT 05651
(802) 223-3313 x 204
manager@eastmontpeliervt.org

For more information, including a job description, contact Town Administrator Bruce Johnson using the options listed above. East Montpelier is an Equal Opportunity Employer.