
Job Title: Town Treasurer

Location: Brookfield, Vermont

Position Type: Part-time, with some flexibility in schedule

Salary: Commensurate with experience

Job Summary:

The Town Treasurer is responsible for overseeing and managing the financial operations of the Town of Brookfield. This role involves maintaining accurate financial records, managing cash flow, preparing budgets, and ensuring compliance with state and federal financial regulations. The Town Treasurer will work closely with the Selectboard, town officials, and external auditors to ensure the fiscal health and transparency of the town's finances.

Key Responsibilities:

1. Financial Management:

- Oversee the town's financial operations, including accounts payable and receivable.
- Manage cash flow, investments, and banking relationships.
- Ensure timely and accurate processing of payroll, bills, and other financial transactions.

2. Budget Preparation and Management:

- Prepare the annual town budget in collaboration with the Selectboard and other relevant officials.
- Develop proposed tax rates for Selectboard approval.
- Monitor and analyze budget performance, making recommendations for adjustments as needed.

3. Record Keeping and Reporting:

- Maintain accurate and up-to-date financial records and documentation.
- Prepare and present financial reports to the Selectboard, including annual financial statements.

4. Compliance and Audits:

- Ensure compliance with local, state, and federal financial regulations and reporting requirements.
- Coordinate and assist with external audits and provide necessary documentation and information.

5. Public Interaction:

- Serve as a point of contact for residents regarding tax inquiries.
- Provide financial information and support to other town departments and officials.

6. Financial Planning:

- Assist in long-term financial planning and strategic financial management for the town.

- Evaluate financial policies and procedures, recommending improvements as needed.

Qualifications:

- **Education:** Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- **Experience:** Minimum of 3-5 years of experience in financial management, accounting, or a related role, with experience in municipal finance highly desirable.
- **Skills:**
 - Strong knowledge of accounting principles, financial reporting, and budgeting.
 - Proficiency in financial software and Microsoft Office Suite (Excel, Word).
 - Familiarity with NEMRC preferred.
 - Excellent analytical, organizational, and communication skills.
 - Ability to work independently and as part of a team.

Work Environment:

- Office-based position with occasional additional hours required during peak periods or special projects. Hours worked may be somewhat flexible, depending on the candidate's convenience.

Application Process:

Interested candidates should submit a resume, cover letter, and references to the Town of Brookfield, care of Vicki Blanchard, 40 Ralph Rd, Brookfield, VT 05036, or by email to admin@brookfieldvt.org by December 1, 2024.

The Town of Brookfield is an Equal Opportunity Employer and encourages applications from all qualified individuals.