

Accounting and Payroll Manager

September 4, 2025

The Town of Waterbury seeks to hire an Accounting and Payroll Manager. The primary role of the position is to complete business functions, including accounting for all revenues and expenses, and executing weekly payroll. The position is a critical part of overseeing necessary upgrades to the Town's software and information systems related to business functions. The position reports to the Municipal Manager.

Job Summary and Purpose

This is a unique position designed to serve multiple functions within the Town and the Edward Farrar Utility District¹. The main recurring duties of the position are related to completing business functions, including accounting for all revenues and expenses, and executing weekly payroll. The position is a critical part of overseeing necessary upgrades to the Town's software and information systems related to business functions. The position reports to the Municipal Manager.

Essential Job Functions

- Works closely with the municipal manager to update the Town's financial and human resource information systems and incorporates modern technologies into business practices.*
- Responsible for all major accounting functions: accounts payable and receivable, monitoring of grant contracts and associates expenses and revenues, preparation of journal entries, and assistance with the annual independent audits and single audits, as necessary.*
- Prepares and executes payroll, including all related deductions and tax payments.*
- Assists department heads with questions related to the above matters, and with reconciling accounts related to their specific functions.*
- Conducts employee intake and enrolls employees and dependents in benefit programs.*
- Manages grant contracts and works with department heads to draw down funds.*
- Constantly seeks to find efficiencies and improve business processes related to the above functions.*

- Performs other related financial and human resources tasks as required.
- Provides front desk customer service as may be occasionally required when staff absences align with critical tax or water/sewer billing and collection dates.

Critical Knowledge, Skills, and Abilities

- Must be facile with modern technologies as is required to perform the job efficiently, with a strong interest in updating systems as our community grows.
- Ability to work well with others and provide superior customer service.
- Bachelor's degree in appropriate discipline preferred, but not required. Experience performing related work in a similar capacity is required.
- Experience working with accounting software, Microsoft excel, and related software.

This position involves significant interaction with municipal staff and the public. The job tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds). This is a 40- hour a week, in-office position.

This is a full-time, hourly position. The anticipated pay range is up to \$35 per hour with a comprehensive benefit package, including low-cost health insurance and a defined benefit pension plan.

Please send resumes and cover letters to: Thomas Leitz, Municipal Manager
tleitz@waterburyvt.com

The position is open until filled.