

## TOWN OF WATERBURY

### Treasurer | Job Description

#### Employment Overview

- **Position Type:** Part-time, 10-20 hrs./wk. Hybrid (\$23-\$25/hr.)
- **Employment Status:** Appointed (to fill vacancy until next Town Meeting)
- **FLSA Status:** Exempt
- **Residency:** Must be a resident of Waterbury

**Objective & Purpose:** To serve as the manager of town finances and custodian of municipal funds, ensuring integrity, transparency, and accuracy in accordance with **24 V.S.A. Chapter 35 §§ 1571-1584**. The Treasurer is responsible for the safekeeping and accounting for all town assets and for maintaining clear public records regarding tax allocations.

#### Essential Duties & Responsibilities

##### Financial Accounting & Reconciliation

- **Account Reconciliation:** Perform comprehensive monthly reconciliations of **all** municipal accounts, including bank statements, investment funds, credit accounts, and internal ledgers, to ensure general ledger accuracy.
- **Record Keeping:** Maintain a precise, running account of all money, bonds, notes, and evidence of debt paid to the Town.
- **Fund Tracking:** Keep detailed public records showing the amount of tax money voted for the support of specific town services (e.g., schools, highways, general purposes) and ensure these taxes are applied to the appropriate accounts.

##### Disbursements & Fund Management

- **Authorized Requests:** Provide funds to town officials who are authorized to request them for municipal purposes.
- **Warrant Processing:** Review and process warrants for expenses and manage the town's general ledger according to **Generally Accepted Accounting Principles (GAAP)**.

##### Reporting & Oversight

- **Statutory Reporting:** File formal quarterly reports with the Selectboard detailing all money received, paid, and invested during that period (**24 V.S.A. § 1571**).

- **Audit Collaboration:** Work closely with Town Auditor(s) to account for town funds and settle the town's accounts annually.
- **Budgetary Support:** Assist the Municipal Manager in projecting revenues and monitoring departmental budget compliance.

#### **Investment & Debt**

- **Investments:** Invest town funds with the prior approval of the Selectboard.
- **Debt Management:** Assist in the management of municipal bonding and short-term notes.

#### **Tax Collection (Contingency)**

- Collect current or delinquent taxes in instances where the Town has not authorized or elected another individual to perform those duties.

#### **Core Professional Qualities**

- **Meticulous Accuracy:** High attention to detail regarding financial reconciliations and data entry.
- **Statutory Integrity:** Commitment to upholding Vermont municipal law and the ethical standards of public office.
- **Communication:** Ability to present reconciled financial data clearly to the Selectboard and the public.
- **Resourceful Reasoning:** Skilled at using independent judgment to solve problems using town principles and facts.
- **Financial Stewardship:** Capability to manage town funds with the highest level of integrity and accountability.

#### **Minimum Qualifications**

- **Education/Experience:** Associate's degree in accounting or related field preferred; or three years of responsible experience in accounting/financial experience (or an equivalent combination).
- **Technical Skills:** Proficiency in office software; Excel is essential. **NEMRC** experience is highly preferred.
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#### **Work Environment & Physical Demands**

- **Setting:** Professional office environment; it involves extended periods at a workstation and attendance at public meetings.
- **Physical:** Ability to occasionally lift or move office materials/record books (up to 20 lbs).

- **Communication & Vision:** Requires clear oral communication and the visual acuity needed to review detailed records.



**Acknowledgement**

*I acknowledge that I have received a copy of this job description and understand the duties herein. I understand that this is an appointment to fill a vacancy in an elected office **until the next Annual Town Meeting, as provided by Vermont Statute.***

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Town Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_