

# **GREAT OPPORTUNITY**

## **HELP WANTED: Assistant Treasurer - Marlboro, VT**

The Treasurer's Office of the Town of Marlboro is one of highest integrity, accountability, and transparency. The Treasurer has a vital position in town government. She/He is responsible for the accurate accounting of Town finances both income and expense, keeping a record of taxes billed, and paid, paying orders filed against the town and authorized by the selectboard to pay on behalf of the town. Must be willing and able to work with the town auditors to be able to settle the year end accounts. but not limited to the auditors and to provide information of financial status to any office of town government.

The treasurer may appoint an assistant to support the workings of the Office of the Treasurer. 24 V.S.A. § 1573.

### **Qualifications:**

- ❖ Have basic understanding, and knowledge of accounting procedures
- ❖ Ability to establish and maintain appropriate safeguards

### **Time:**

- ❖ Weekly oversight of tabulations and payroll and bill payments

### **Responsibilities:**

- ❖ Work jointly with the Treasurer with all accounts maintained by the Town ensuring that there are established accounting procedures and safeguards.
- ❖ Meet regularly with the Treasurer to discuss planning, evaluation, and execution of weekly scheduled bill pay and payroll.
- ❖ Collect property taxes, deposit, and account for all income paid to the Town.
- ❖ Be available for committees for assistance with budgets or other financial matters.
- ❖ Fill-in for the Treasurer in cases of absence, or inability to perform her/his required duties.
- ❖ Work jointly with the Treasurer to submit yearly financial report(s) to the Select Board of the Town's finances.

The Town of Marlboro is seeking an enthusiastic, motivated, affable individual with basic accounting knowledge for the position of Assistant Treasurer. This individual would be expected to work approximately 12-15 hours per week, under the direction of the treasurer.

For consideration for this position, please submit a cover letter, resume detailing work history and at least three references to Office of Treasurer, P.O. Box 154, Marlboro, VT 05344-0154, or email - [treasurer@marlborovt.us](mailto:treasurer@marlborovt.us)