



MONTGOMERY
FOUNDED 1780

Town of Montgomery - P.O. Box 356
Montgomery Center, VT 05471
802-326-4719
www.montgomeryvt.us

POSITION ANNOUNCEMENT MUNICIPAL TREASURER

Nature and Scope of Position

This is a comprehensive, administrative position that serves as the Selectboard-appointed Municipal Treasurer for the municipality of Montgomery, in accordance with all applicable Vermont state statutes.

The Municipal Treasurer plays a vital role in the management of the finances of the town. S/he is responsible for keeping the town's accounts, investing money received by the town (with the approval of the legislative body), keeping a record of the taxes voted, and paying orders drawn on him/her by officials authorized by law to draw orders on town accounts. The Treasurer must work with the auditors to settle town accounts prior to the annual meeting, and he/she is often called upon to provide the selectboard with information about town finances. The Treasurer also performs the function of collector of current taxes, and acts as the school treasurer (unless a separate school treasurer is elected by the school district voters).

This is a part-time position at 24 hours/wk., supervised by and reporting to the Chair of the Montgomery Selectboard, and subject to the Montgomery Personnel Policy.

The Municipal treasurer is responsible for the discharge of all duties:

- assigned to the Municipal Treasurer office by state and federal law;
- assigned to the position by the Selectboard; and,
- associated with any other offices to which s/he is appointed by the Selectboard

Duties and Responsibilities

- The Treasurer's primary function is to keep the accounts of the town (and school, if applicable) from the moment the money is collected by the town to the moment it is paid out or invested by the town.
- The Treasurer must keep a running account of moneys, bonds, notes and evidences of debt paid to him or her and moneys paid out for the various town departments. Moneys received by the treasurer may be invested and reinvested with the approval of the legislative body.
- The Treasurer serves as collector of current year taxes, and as such at least 30 days before the tax due date that was established by the voters, the treasurer must mail the tax notices to the taxpayers. The notice must state when the taxes are payable.
- The Treasurer must pay orders drawn on his or her office by town officers authorized by law to draw these orders. Of course, if there is not enough money to cover these charges, the treasurer must make this known to the selectboard and to the officer who drew the order. When a town has outstanding interest-bearing orders due, the treasurer may give notice that these orders will be paid on presentation at his or her office.

Requirements of Work

- Outstanding people skills and genuine enjoyment in serving the public.
- Ability to work in typical office setting and use equipment such as computers, copiers, fax machines, etc.
- Knowledge and training in best practices and procedures for recording documents and preserving records.
- Thorough knowledge of state statutory provisions relating to the duties and responsibilities of Municipal Treasurers.
- Ability to maintain accurate and detailed records.
- Knowledge of basic computer applications such as Microsoft Word and Excel, as well as NEMRC modules.
- Must be able to accept constructive criticism and have the ability to communicate and work well with others.

Education, Training and Experience

- Associates degree (or higher) in appropriate discipline, or equivalent combination of experience (a minimum of three years' experience with office/records management).
- Working knowledge of local government.
- The ideal candidate will have strong customer service skills, and be detailed oriented
- If not already holding such accreditation, the appointed individual must become certified by the Vermont Municipal Clerks and Treasurers association within 18 months of hire.
- It's further expected that the individual will participate in Continuing Education opportunities as time and capacity allows

Physical Demands/Work Environment

This is an office-based job in a dynamic municipal office. While performing the duties of this job, the employee is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices. The employee must occasionally lift and or move up to 25 pounds.

The above information is intended to describe the general nature of the Municipal Treasurer position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements; the position expectations are subject to change, with or without notice, at any time. This job description is neither an employment contract nor a promise of work for any specific length of time.

The Town of Montgomery is an Equal Employment Opportunity employer.
Compensation commensurate with experience, rate to be set by the Selectboard

Adopted: Montgomery Selectboard March 18th 2019

Send letter of interest, resume and salary requirements to:

Montgomery Selectboard
PO Box 354
Montgomery Center ,VT 05471

*Applications will be accepted until the position is filled.
Appointment will be made no later than April 19th 2019.
Scheduling for interviews is anticipated to begin the week of March 18th 2019*

For any questions please e-mail montgomeryselectboard@gmail.com