Town of Plymouth, Vermont
Part-Time Treasurer

Job Description

Directs and performs duties involving the daily operations of the Treasurer office; develops office procedures and documents, reviews, prepares and administers departmental budget and works with Town Clerk.

Maintains effective working relationships with Town officials, staff, and members of the community. Meets and speaks with taxpayers, the public, municipal or other business associates to provide answers, address complaints and requests, deal with errors or other job-related issues.

Manages the bills and collects all monies for the Town including real estate property, fees, charges, bills, and revenues committed to the Treasurer.

Works with the Delinquent Tax Collector to prepare municipal lien certificates, delinquency notifications and all other documents as required in the collection of taxes.

Works with Delinquent Tax Collector and Town Attorney to assist with Tax Sales.

Works with the Town Clerk to oversee the collection, deposit and reconciles bank statements for all Town accounts; prepare reports for Town's annual audit; and balance cash, receivables, and debt monthly.

Manages debt including the borrowing of funds for the Town, compliance with all reporting requirements, timely payment of debt obligations, preparation of all financial documents including continuing disclosure.

Back-up to the Town Clerk to manage payroll, ensures that employees are properly enrolled in the system; maintains earnings records for all employees. Prepares and files W-2 information and all other third-party required reports.

Perform other duties as required by the Select Board or as the situation dictates.

Additional Duties

Financial liaison: Communicate financial information clearly to board members.
Risk management: Identify and work to minimize financial risks.
Cost reduction: Find strategies to reduce organizational costs and improve efficiency.

Recommended Qualifications

Degree in business administration, finance, accounting, or related field preferred; at least two years of experience in business or financial management preferably in a municipal Treasurer and/or Collectors office; or an equivalent combination of education and experience.

The compensation range for this role is $25.00 –$30.00 per hour**,** dependent on experience, education level, and specific skill sets.

Please mail your resume and/or a completed application to the Plymouth Town Clerk's Office at 68 Town Office Road, Plymouth, Vermont 05056 or email clerk@plymouthvt.org.

The Town of Plymouth is an equal opportunity employer.