



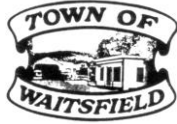
TOWN OF WAITSFIELD TOWN TREASURER/GRANT ADMINISTRATOR

The Town of Waitsfield is looking for an organized and motivated candidate to serve as its Town Treasurer / Grant Administrator. The position is responsible for keeping all of the Town's funds, keeping a record of taxes voted, billed, and collected; collecting other funds receivable by the Town, and paying orders drawn on Town accounts. Additionally, the job includes grant administration tasks including assistance preparing grant applications, reviewing grant agreements, and managing awarded grants. The position also serves as the Assistant Town Clerk and the Water Clerk for the Town's water system. A detailed job description can be found below.

A bachelor's degree in accounting, public administration, business administration, finance, or equivalent subjects is preferred. Qualified candidates should have at least three years of experience in the areas of accounting, governmental budgeting, municipal operations, and/or finance in either the public or private sector (including experience managing payroll, employee benefits, and accounts payable and receivable). A combination of the above qualifications may be acceptable. The position is full time, 5-days / 40 hours a week and eligible for employee benefits. There is flexibility in scheduling for the right candidate. The salary range for this position is \$67,000 to \$72,000 annually, depending on experience.

Priority will be given to applications received by 5:00pm on Monday March 4th, 2024. To apply, send a cover letter, resume, and three references via email to townadmin@gmavt.net.

The Town of Waitsfield is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, or familial status.



TOWN OF WAITSFIELD

TOWN TREASURER / GRANT ADMINISTRATOR

Nature of Position: This position includes the statutory responsibilities of the Town Treasurer as well as additional duties typically assigned to a Grant Administrator. The Town Treasurer plays a vital role in the management of the finances of the Town. The Treasurer is responsible for keeping the Town's funds, (including receipt, investment and disbursement of funds); keeping a record of taxes voted, billed and collected; collecting other funds receivable by the Town; and paying orders drawn on Town accounts. The Treasurer cooperates with the annual audit process and provides the Selectboard and other officials with essential information about the Town's finances. The Treasurer additionally serve as the Water Clerk for the Town's water system and as Assistant Town Clerk. The Grant Administrator provide professional oversight and management of federal, state, and other grant projects for the Town of Waitsfield including searching for grant opportunities, assisting the Town Administrator with grant writing, assisting with procurement, managing project finances, submitting reimbursements, submitting/tracking change orders, and overall project management as necessary.

Appointment, Supervision, and Evaluation: In March 2017, voters changed the Town Treasurer position from an elected office to one appointed by the Selectboard in accordance with 17 V.S.A. 2651f for a term of one to three years. The Town Treasurer/Grant Administrator is supervised and evaluated by the Selectboard, with which such responsibility the Selectboard may seek assistance or delegate to the Town Administrator. The Town Treasurer/Grant Administrator shall be subject to the Town's personnel policies, and may be removed from office pursuant thereto. In no case shall the office be occupied by someone deemed ineligible under the State's Incompatible Offices statute (17 V.S.A. Section 2647).

Primary Responsibilities and Statutory Duties:*

1. Acts as the Town's principal staff member for keeping track of the accounts of the Town from the moment money is collected to the moment it is paid out (24 V.S.A. §1521). Keeps a running account of the moneys, bonds, notes, and evidences of debt paid to him/her, and moneys paid out for the various Town departments (24 V.S.A. §1571). Maintains the Town's general fund, water operating fund, reserve funds, and loans.
2. Maintains public records showing the amount of tax money voted for the support of highways, schools, special departments and for general Town purposes (24 V.S.A. §1574). Keeps separate accounts of all money received as highway or school taxes, and pays out the same upon orders of the proper officers (32 V.S.A. §4791).
3. Serves as the Collector of Current Taxes. Mails tax notices to taxpayers at least 30 days before the tax due date established by voters (32 V.S.A. § 4792). Keeps a record of taxes levied and applies credits or debits to the general fund as a result of penalties, interest, discounts on taxes

paid early, collector's fees, abatements, or any other event which will affect the total amount levied or received (24 V.S.A. §1525, 1526). Keeps a running account with the Delinquent Tax Collector of each annual tax bill by endorsing the collector's payments on the account and on the collector's receipt (24 V.S.A. § 1579, 1580). Calculates and posts interest for late, but not yet delinquent, property tax installment payments to tax bills, and prints and mails late property tax bills.

4. Issues a warrant against delinquent taxpayers for the amount of unpaid taxes within 15 days after the tax due date (32 V.S.A. §4793). Delivers a list of unpaid taxes with the name of each delinquent to the Collector of Delinquent Taxes within the same time period (32 V.S.A. §4874). The Treasurer may also serve as the Collector of Delinquent Taxes if elected to that office.
5. Invests and reinvests moneys received with the approval of the Selectboard. (24 V.S.A. §1571{b}).
6. Submits quarterly reports to the Selectboard regarding the Town's finances (24 V.S.A. § 1571). The Selectboard may require more frequent reporting such as monthly as it deems appropriate.
7. Provides the Water Commission Chair with a Monthly Report including fund balances, Water Fund (Budget) Report, Receivables Report, and a rates Billed Report-Summary
8. Cooperates fully with the annual outside audit of the Town's finances conducted at the direction of the Selectboard. Provides the Selectboard a copy of the document made available by the Auditor of Accounts regarding internal financial controls on or before June 30th (32 V.S.A. §163{11}).
9. Processes accounts payable and prepares warrants of all expenditures for Selectboard approval.
10. Coordinates payments approved from the Water Commission to the Town for Town Services annually in June
11. Processes payroll. Maintains records of employee leave time.
12. Processes 1099s and W-2s and keeps W-4 and W-9 submissions current.
13. Maintains employees' retirement, health, life and disability and related insurance records.
14. Calculates and recommends a tax rate for adoption by the Selectboard based upon voted budgets and the grand list.
15. Assists taxpayers in understanding current property tax laws.

16. Coordinates water cutoff notices with the Water Operator as necessary.
17. Receives all fees, assessments and other monetary payments made to the Town.
18. Prepares bank deposits.
19. Prepares weekly, monthly and quarterly reporting to State agencies, IRS, VMERS and VLCT.
20. Prepares budget status reports for department heads and monitors departmental expenses.
21. Assists the Selectboard, Budget Committee and Town Administrator with budgeting and town report preparation.
22. Issues public announcements via local press, website and/or social media regarding tax deadlines and other relevant information of public interest.
23. Works with the Water Operator to prepare and download meter readings and prepare and mail quarterly water bills.
24. Processes water utility bills and collects payments. Issues a warrant for collection of unpaid water assessments after 30 days to the Delinquent Tax Collector to enforce in the same way as for the collection of delinquent taxes (24 V.S.A. §3408). Calculates and posts interest for unpaid water utility bills.
25. Develops and maintains a comprehensive list of available grant opportunities to support Town operations and known capital needs
26. Along with the Town Administrator, prepares grant applications for identified projects and monitors their status once submitted.
27. Assists in the preparation of specifications and review of contract documents for grant funded projects.
28. Assists in the procurement process for awarded grant projects.
29. Receives, reviews, prepares and/or submits a variety of documents such as project invoices, requisitions, grant requests, reports, reimbursement requests, budget documents, change order, project correspondence, etc.
30. Manages the project budget for active grants.
31. Works with the Town Administrator to develop the annual Capital Improvement Plan.
32. Establishes and maintains relationships with granting agency as town's contact person for grants correspondence, including supplemental information required by agency. Attends grant

workshops provided by granting agencies as necessary. Establishes relationships and develops a rapport with grantor officials. Ascertains priorities, direction, and specific information required to ensure project eligibility with granting agency, as well as compliance with grant rules/guidelines.

33. Oversees the close out of grant projects.
34. Provides excellent customer service in the Town Office.
35. Performs other such duties as the Selectboard, through the Town Administrator, may assign or delegate.
36. Is appointed Assistant Town Clerk and aids with elections, issues marriage licenses, issues dog licenses, issues "Posting" permits, issues Green Mountain Passports.
37. During a Declared Emergency works within the Finance/Administrative section as directed by the Incident Commander (IC) for the purpose of financial accountability of resources expended and received.

*Note: The listing of statutory duties is not intended to be comprehensive and the current Vermont Statutes Annotated should be consulted for a complete and up to date listing of such duties.

Desired Qualifications, Abilities, and Skills:

- Associate's or Bachelor's degree preferred, with a course of study in accounting, public administration, business administration, finance, or equivalent subjects. At least three years of experience in the area of accounting/governmental budgeting/municipal operations/finance in either the public or private sector, including experience managing payroll, employee benefits, and accounts payable and receivable preferred. A combination of the above qualifications may be acceptable as determined by the Selectboard.
- Knowledge of state and federal laws and regulations affecting municipal governments including but not limited to municipal finance, payroll, and tax withholding and reporting.
- Ability to interact and work positively with local citizens, the media, other town officials and employees as well as local, regional and state agencies and officials, and local businesses and non-profit organizations.
- Commitment to the Town's goals and objectives as determined by its voters, Selectboard, commissions and committees and ability to research and understand State statutes in regard to the responsibilities of the Treasurer.
- Ability to communicate effectively, both orally and in writing, including working accurately with numbers and presenting accurate and easily understood financial reports when needed.

- Ability to work proficiently with computers, software, and other technological tools that are essential to efficient conduct of the Treasurer's responsibilities.
- Ability to think creatively and analytically, to evaluate alternative solutions to a given problem and offer objective recommendations and to exhibit initiative, leadership and judgment in the administration of all affairs placed in his/her charge.
- Ability to effectively supervise the Assistant Town Treasurer.
- Ability to organize and use time effectively and handle multiple responsibilities simultaneously. Keep accurate, organized records while working independently with minimal supervision.
- Ability to manage confidential information in a professional and legal manner.
- Interest and willingness to attend appropriate training to maintain and improve skills and ability to listen to and accept criticism.
- Positive attitude and ability and willingness to collaborate as part of a team.

Working Conditions: This job is a salaried position as voted at Town Meeting and defined in the Town's Personnel Policy and subject to employee benefits as defined therein. It is expected to be performed under normal office conditions, five days a week; however, some time may be required outside normal office hours to attend meetings or for other purposes. There is some flexibility in the weekly schedule but overall, the Treasurer/Grant Administrator is expected to work 40-hours a week. The salary range for this position is \$67,000 to \$72,000 annually, depending on experience.

To apply please submit a **cover letter and resume including contact information for three professional references** via email to townadmin@gmavt.net.