

## **PLAINFIELD TOWN TREASURER**

**Status:** 4 days per week. Combination of in office & work from home.

**Salary:** 45,000 annual

**Job Summary:** The treasurer is responsible for the town finances and is under the direction of the Town Clerk and the Selectboard.

### **Major Duties and Responsibilities:**

- Collection and payment of taxes, including municipal and school taxes.
- Managing Payroll & Withholding
- Making weekly deposits to our local bank.
- Working closely with the Lister and the Selectboard to help set the tax rate.
- Working closely with the town auditor and making records immediately available to the Auditor, Town Clerk or Selectboard when requested.
- Helping the Selectboard formulate a town budget.
- The candidate must know Quickbooks and must be able to learn NEMRC Systems in the first few weeks after hire.

### **Knowledge Required by this position:**

- a. Extensive Bookkeeping background, including deep knowledge of Quickbooks
- b. Google workspace including gmail, google docs, google calendar and a familiarity with video meeting platforms (ZOOM and Google Meet).
- c. Skills in oral and written communication

**Contacts with the Public:** During one day a week (Wednesday), the Treasurer must be willing and able to interact with the public.

**Work Environment:** The work is done on-site. It may be possible – after a trial period of 3 months to work from home on either Tuesday or Thursday.

**Supervisory and Management Responsibilities:** None.

### **Minimum Qualifications:**

- a. High School Diploma or equivalent, with the ability to read, write and communicate effectively.

b. Must possess a Valid Driver's License.

c. Either certification in Bookkeeping or Quickbooks or 5 years' experience bookkeeping for a business or nonprofit.

**Discrimination Policy:** The Town of Plainfield condemns racism and welcomes all persons regardless of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age or disability and wants everyone to feel safe and welcome in our community. As a town, we formally condemn discrimination in all its forms, commit to fair and equal treatment of everyone in our community, and will strive to ensure all our actions, policies and operating procedures reflect this commitment.

**How To Apply:**

Please send a cover letter and resume to [TownClerk@PlainfieldVT.gov](mailto:TownClerk@PlainfieldVT.gov)