

The Village of Johnson is receiving applications for full-time employment as our Village Treasurer.

The Village of Johnson is seeking a qualified and detail-oriented individual to serve as our Village Treasurer, overseeing the Village's financial operations in accordance with Vermont statutes and Village policies. This is an appointed, FLSA Exempt, salaried position that reports to the Village Manager.

Key Responsibilities of the Treasurer:

Receive, safeguard, and disburse Village funds

Process payroll and accounts payable

Manage bank accounts and complete monthly reconciliations

Collect and deposit taxes and other municipal revenues

Balance and maintain the books for all 4 budgets and all Village accounts

Schedule, prepare financial reports, and support the annual audit process

Preferred Qualifications:

Municipal finance or accounting experience, especially FERC accounting

Knowledge of Vermont municipal finance and statutes

Strong organizational skills and attention to detail

A degree in accounting, bookkeeping or a related field

The Village of Johnson will consider any combination of education and experience that allows for successful performance in this role. The Village's goals include hiring the candidate who is best able to meet the objectives of the position. *We, therefore, encourage persons with non-traditional skill sets and experiences to apply, even if candidates believe they do not meet 100% of the qualification and hiring criteria described.* The preferred requirements for this role can be found in the job description linked above.

The approximate starting salary is \$63,000-\$76,000 per year with the actual starting salary based on qualifications and experience. The Village of Johnson offers a competitive benefits package to include: Generous Combined Time Off accruals, VMERS B Retirement

Plan, BCBS Health Insurance, employer paid Dental insurance & Long-Term Disability, and optional (employee funded) 457K Retirement plans.

Please submit a cover letter, resume, and three professional references to Erik Bailey, Village Manager – ebailey@villageofjohnson.com

The Village of Johnson is an equal opportunity employer.