

Town of Georgia Treasurer

Job Status

Open - open and accepting applications

[Back to Job Openings](#)

Job description

The Town of Georgia is seeking candidates to fill a full-time salaried position as Town/School Treasurer.

Responsibilities

- Keep an itemized account of all monies received and disbursed by the Town.
- Investing money received by the town (with selectboard approval).
- Preparing tax bills, collecting taxes, and reconciling accounts.
- Filing of all necessary reports on a timely basis for Federal and State.
- Daily deposits
- Manage the loans and bonds as authorized by the Town.
- Conduct banking transactions and reconciliations for town accounts.
- Process all accounts payable in cooperation with the Town Administrator and Department Heads.
- Prepare reports for the Selectboard to review.
- Process Payroll
- Prepare budgets and monitor expenditures.
- Implement relevant policies.
- Attend board meetings when necessary.
- Sign all checks and make deposits for the school.

Requirements

- Proven experience as treasurer or in a relevant financial role
- Thorough knowledge of financial regulations and practices
- Working knowledge of NEMRC, MS Office, Excel, PowerPoint, and financial management software
- Excellent communication and interpersonal skills
- Well-organized and reliable

For a more detailed job description please visit: townofgeorgia.com.

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Health savings account
- Paid sick time
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday

Experience:

- GAAP: 1 year (Preferred)

Ability to Commute:

- Saint Albans, VT 05478 (Preferred)

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