

## **Town of Greensboro**

### **Job Description – Town Treasurer**

Position Title: Town Treasurer

Reports To: Greensboro Selectboard

FLSA Status: Exempt

Hours: 10 hours/week paid hourly

Employment Type: Appointed Position

Work Location: Greensboro Town Offices

Last Revised: January 2026

Note: Town Treasurer duties are shared between the Treasurer and the Assistant Treasurer, each working approximately 10 hours per week. Each fills other roles as well.

#### **Position Summary**

The Town Treasurer is appointed by the Greensboro Selectboard and is responsible for the receipt, investment, accounting, and disbursement of all public funds belonging to the Town of Greensboro. The Treasurer maintains accurate financial records in accordance with Vermont statutes, the Town's financial policies, and generally accepted accounting principles.

The Treasurer leads the Town's annual budget development process, working closely with the Selectboard, Town Administrator (if applicable), and department heads. The Treasurer also serves as the primary contact with the Town's independent auditors, ensuring full cooperation and timely completion of the annual audit.

#### **Essential Duties and Responsibilities**

1. Financial Management and Accounting
  - Disburse Town funds only upon lawful authorization and maintain documentation for all expenditures.
  - Maintain accurate and up-to-date accounting records in compliance with 24 V.S.A. Chapter 51 and governmental accounting standards.
  - Process invoices and prepare accounts payable warrants for Selectboard approval.
  - Maintain detailed records of all transactions consistent with the Town's chart of accounts and governmental accounting standards.
  - Prepare regular financial statements and reports for the Selectboard, auditors, and town voters.

## 2. Tax Rate and Reconciliation

- Provide budgeted expense and anticipated revenue information to the Selectboard to set the annual municipal tax rate.
- Calculate estimated tax rate for Selectboard approval.
- Provide tax-related data for the annual audit and Town Report.

## 3. Budgeting and Financial Planning

- Lead the Town's annual budget development process in collaboration with the Selectboard and Town Administrator.
- Compile expenditure data and enter figures into budget spreadsheets or NEMRC.
- Compile departmental requests, prepare budget drafts, and analyze revenue and expenditure trends.
- Provide financial data, projections, and recommendations to support sound fiscal decisions.
- Monitor approved budgets throughout the fiscal year and report regularly on the Town's financial status.

## 4. Payroll and Accounts Payable

- Administer payroll for Town employees, ensuring accuracy and compliance with state and federal laws.
- Process vendor payments, verify invoices, and ensure that expenditures are properly approved and documented.
- Prepare and print checks after approval of warrants by the Selectboard.
- Maintain accounts payable records and reconcile vendor accounts as needed.
- Communicate with vendors and staff to resolve billing or payment questions promptly.

## 5. Audit and Financial Reporting

- Coordinate audit fieldwork and respond to auditor inquiries in a timely and accurate manner.
- Implement audit recommendations as directed by the Selectboard.
- Prepare financial statements and reports for inclusion in the Town's Annual Report.

## 6. Public Service and Communication

- Provide courteous, professional, and efficient service to residents, vendors, auditors, and municipal staff.
- Respond to public inquiries regarding taxes, payments, and other financial matters.
- Maintain confidentiality and impartiality in all transactions and communications.

## 7. Additional Duties

- Attend Selectboard and Town Meeting as requested to present financial reports and updates.
- Work collaboratively with the Town Clerk, Selectboard, Auditors, and other officials to

ensure consistency and accuracy in financial recordkeeping.

- Perform other duties as assigned by the Selectboard.
- This job description is not intended to be exhaustive. All members of the Town Office staff are expected to work collaboratively and cooperate on large projects, such as mailings and election administration.