

## Town of Greensboro

### Job Description – Assistant Town Treasurer

Position Title: Assistant Town Treasurer

Reports To: Town Treasurer and Selectboard

Appointed By: Selectboard, upon recommendation of the Town Treasurer

FLSA Status: Non-Exempt

Hours: 10 hours/week paid hourly

Employment Type: Appointed Position

Work Location: Greensboro Town Offices

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.

Last Revised: January 2026

### Position Summary

The Assistant Town Treasurer supports the Town Treasurer in the receipt, recording, accounting, and disbursement of all Town funds in accordance with Vermont law and Town policies. The Assistant Treasurer performs most of the Town's daily bookkeeping functions, utilizing the NEMRC municipal accounting software to manage general ledger entries, accounts payable, receivables, and reconciliations.

This position ensures accuracy and transparency in all financial transactions, maintains timely records, and assists with financial reporting, budgeting, and audit preparation. The Assistant Treasurer works closely with the Treasurer, Selectboard, and Town staff to maintain the fiscal integrity of the Town of Greensboro.

### Essential Duties and Responsibilities

#### 1. Bookkeeping and Accounting

- Receive, record, and deposit all revenues due to the Town, including taxes, fees, grants, and other receipts.
- Perform day-to-day bookkeeping functions for all Town funds using NEMRC software, including the general fund, reserve accounts, and special funds.
- Post and reconcile deposits, receipts, and disbursements.
- Reconcile bank statements, trust funds, and other accounts on a monthly basis.
- Assist in maintaining a complete and accurate general ledger.

#### 2. Tax Collection and Reconciliation

- Coordinate with the Delinquent Tax Collector and Listers/Assessor to ensure accurate property tax billing, collection, and reconciliation.
- Record and post all tax payments, maintain current and historical tax data, and assist with the preparation

of the tax warrant and related documentation.

### 3. Payroll and Accounts Payable and Receivable

- Manage vendor files and maintain up-to-date W-9 and 1099 documentation.
- Record incoming payments and prepare deposits in coordination with the Treasurer and Clerk.
- Maintain employee compensation records and submit all required payroll tax and benefits reports.

### 4. Financial Reporting and Reconciliation

- Prepare monthly bank reconciliations and verify balances with NEMRC records.
- Support the Treasurer in preparing year-end closing entries and adjustments.
- Maintain organized documentation for all accounting records and audit schedules.

### 5. Investment and Fund Management

- Manage the investment of Town funds in accordance with Vermont statutes and Selectboard policies.
- Monitor fund balances and maturities to ensure adequate liquidity and compliance with legal and policy requirements.
- Maintain accurate records for reserve and trust funds, including special-purpose accounts.

### 6. Audit Support

- Work with the Treasurer to assemble materials for the annual audit and provide information requested by independent auditors.
- Serve as the primary contact with the Town's independent auditors, providing access to records, schedules, and supporting documentation.

### 7. Customer Service and Public Interaction

- Provide courteous and professional service to residents, vendors, and Town employees.
- Respond to inquiries regarding payments, warrants, and Town financial procedures.
- Maintain confidentiality in handling financial and personnel information.

### 8. Records Management and Compliance

- Maintain orderly electronic and paper files for financial records, accounts payable, and tax reports in accordance with Vermont municipal record retention requirements.
- Follow Town and state procedures for the safekeeping of public funds and financial data.
- Support the Treasurer in ensuring that all financial operations comply with Vermont statutes and the Town's internal controls.

### 9. Other Duties

- Provide coverage for the Treasurer's duties during absences, as authorized by the Selectboard.
- Attend meetings, workshops, and trainings as requested by the Treasurer or Selectboard.
- Perform other duties as assigned.
- 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.