

TOWN OF WESTMINSTER, VT

Town Treasurer Employment Opportunity

The Town of Westminster is seeking a qualified resident for the Treasurer's position who will primarily be responsible for the processing of checks, verifying payroll, reporting to the State and Federal Agencies, balancing the checkbook, processing and maintaining the financials for the school and fire districts, and investing funds. This is not meant to be a complete list but gives the applicant a quick overview of what goes into the position. For further information, please feel free to call the Town Hall (802.722.4255) or go to the website for an extensive employment description. The application for this opportunity is located on the Town of Westminster's website at www.westminstervt.org, and/or can be obtained by emailing Manager@westminstervt.org, attention Treasurer Employment Application, or in-person at the Town Office. **Please note that the applicant must be a resident of Westminster, Vermont by State law.**

The successful applicant shall possess a working knowledge of financial and accounting process. This is a part-time position that will be commensurate with experience for the stipend offered. The Town of Westminster offers an excellent place of employment.

To apply for this position, please complete the employment application and mail to:

Town of Westminster

P.O. Box 147, Westminster, VT 05158

Attn: Treasurer Employment Application

Applications for this position are due no later than
October 25, 2018 by 4:00 pm.

The Town of Westminster is an equal opportunity employer. It is the policy of this municipality to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, HIV status, or other status protected by state or federal law.