

Assistant Treasurer (Part-Time)

Position Summary:

The Assistant Treasurer is a part-time municipal finance position that plays a key role in supporting the Town's financial operations and administrative functions. This position offers an opportunity to be involved in a range of municipal processes and contribute to ongoing projects.

Please send resume and cover letter to Treasurer@woodburyvt.org by 03/27/26.

Key Responsibilities:

- Perform monthly bank reconciliations to ensure accuracy and completeness of financial records.
- Serve as backup to the Treasurer for Select Board orders, payroll processing, and accounts payable functions.
- Assist with the preparation of annual tax bills.
- Participate in the development and implementation of new financial or administrative projects as needed.
- Assist with the preparation of the Town's Annual Report.

Qualifications:

- Basic knowledge of accounting or municipal finance preferred.
- Strong attention to detail and organizational skills.
- Ability to work independently and collaborate with the Treasurer and other town officials.

Compensation & Schedule

Hourly Rate: Starting at \$25

Position Type: Part-time, hourly

Typical Hours: Approximately **3–8 hours per month**

Schedule: Flexible