



TOWN OF ST. JOHNSBURY

Town Manager's Office
51 Depot Square, Suite 3
St. Johnsbury, VT 05819
802-748-3926
www.stjvt.com

Town Clerk 802-748-4331
Dispatch 802-748-2314
Police 802-748-2314
Fire 802-748-8925
Public Works 802-748-4408
Assessor Office 802-748-4272

Finance Officer

The Town of St. Johnsbury is seeking a qualified applicant for the role of Finance Officer within the Town Manager's Office. The Finance Officer is responsible for the planning and direction of financial operations of the Town, including financial planning, budget administration, general accounting and reporting, debt administration, revenue billing and collection, and Tax Increment Finance (TIF)/ economic development funds.

The Finance Officer is appointed by and reports to the Town Manager and is an integral part of the executive leadership team. The Finance Officer is responsible for the administration of the financial affairs of the Town including providing leadership and direction in developing both long and short-term financial policies, procedures and plans that support the Town's financial goals and strategies.

The candidate should possess strong work ethic, the ability to multi-task, attention to detail and ability to work both independently and as a team. Candidates must be able to effectively communicate both orally and in writing.

Applicants must have a Bachelor's degree in accounting. Three or more years in municipal finance is preferred. Knowledge of reporting requirements of Governmental Accounting Standards Board statements, and changes in the Generally Accepted Accounting Principles as they apply to local government.

Full time employment offers a generous benefit package including health, dental, life, short-term disability insurance, membership in the Vermont Municipal Employees Retirement System and 457 plans, as well as paid vacation time and sick time benefits.

Please submit a letter of interest and resume via email or mail to:

rwaterhouse@stjvt.com

Rachel Waterhouse

Town of St. Johnsbury

51 Depot Square

St. Johnsbury, VT 05819

The Town of St. Johnsbury is an Equal Opportunity Employer.