



Westford, Vermont: Part-Time Town Treasurer

Part-time (approx. 6.5 – 8.0 hours per week)

Pay Range: \$35.00 - \$38.00 per hour, commensurate with experience

Reports to: Selectboard and Town Administrator

Position Summary

The Town of Westford is seeking a detail-oriented professional to manage the custody, investment, and disbursement of town funds. The Treasurer is responsible for keeping accurate financial records and ensuring compliance with Vermont state statutes (24 V.S.A. § 1571).

Key Responsibilities

- **Cash Management:** Review cash receipts, journal entries, and maintain the general ledger.
- **Tax Administration:** Assist in property tax collection, including printing and mailing tax bills and calculating tax rates for Selectboard approval.
- **Disbursements:** Manage accounts payable and prepare warrants for Selectboard approval.
- **Reporting & Audits:** Prepare monthly financial reports for the Selectboard and collaborate with town auditors for the annual audit. Provide reports on cash flow and general outlook of the General Fund.
- **Investments:** Manage and invest town funds with Selectboard approval.

Preferred Qualifications

- **Education:** Associate or Bachelor's degree in accounting, finance, or business management preferred.
- **Experience:** 2+ years of government accounting or bookkeeping experience.
- **Software Proficiency:** Experience with NEMRC municipal accounting software is highly desirable. Proficiency in **Microsoft Excel** and **Word** is required.
- **Skills:** Strong communication skills and the ability to maintain confidentiality and professional ethics in handling public funds.



Benefits & Schedule

- Flexible schedule, with at least 4 hours weekly in office. Some remote work is available for this position.
- Attendance at regularly scheduled Selectboard meetings and any special meeting pertaining to the budget.

How to Apply

Submit a cover letter, resume, and three professional references to townadmin@westfordvt.us or mail to:

Town of Westford

Treasurer Position

1713 Vermont Route 128

Westford, VT 05494

Applications due by May 22nd, 2026