

The Town of South Hero is looking to hire a part-time Assistant Treasurer and Clerk to work up to 20 hours a week in an office environment.

Skills required:

Treasurer Assistant should be familiar with computer accounting programs and Microsoft Office programs. Able to assist with cash receipts, accounts payables, bank reconciliations, deposits, and preparation of financial reports. Assist Treasurer with external audit preparation. Able to fill in with Payroll submission and AP duties in the absence of the Treasurer.

Clerk duties would require comfort with computers and knowledge of Microsoft Office programs. Customer service for in person and phone assistance. Ability to research, write and compile Policy and Procedure books. Assist with Annual Town report, produce vital records, document recording and assist Town Clerk as requested.

Please respond with letter of interest and resume to treasurer@southherovt.org or mail to:

Town of South Hero
PO Box 175
South Hero VT 05486
Attn: Kim T Julow