



EMPLOYMENT OPPORTUNITY
FINANCE DIRECTOR
Norwich, Vermont

Norwich, VT has a job opening for its Finance Director. Under the direction of the Town Manager, this is a full-time, salaried position responsible for directing the Town's financial accounting functions, including payroll, accounts payable, tax billing and collection, fixed asset, cash receipts, and General Ledger accounting. The selected candidate will be afforded overlap with the current director to maximize financial seamlessness.

Minimum qualifications: BA/BS in a related field (e.g., accounting, finance, business or administration) and at least 3-5 years of experience sufficient for a thorough understanding of governmental finance. Public presentation, writing, and superior "customer service" communication skills are integral for this position. Must be proficient with accounting software, preferably NEMRC. The successful candidate will be organized, self-motivated, accurate, trusted, and exhibit the highest of ethical behavior. A valid driver's license is required. Salary starts at \$64,165 with excellent benefits.

The position remains open until filled. Interested applicants submitting a cover letter, resume, and professional references before **4:30 pm, Friday, March 1, 2019** will be given preference. Send or email application to:

Herbert A. Durfee, III, Town Manager
Attn: Finance Director Search
Town of Norwich
PO Box 376
Norwich, VT 05055-0376
hdurfee@norwich.vt.us

For additional information, including job description, visit the Town webpage at: www.norwich.vt.us
Equal Opportunity Employer