

Employment Opportunity

Finance Director

The Town of Norwich, VT is seeking applicants for Finance Director. The role is a full-time salaried position responsible for all aspects of the Town's finances, including annual budgets, payroll, accounts payable, tax billing and collection, fixed assets, cash receipts, facilitating annual fiscal audit, and general ledger accounting. It is a key position in the Town, interacting with residents, elected officials, and Town departments under the supervision of the Town Manager.

A full job description is available on the Town website at www.norwich.vt.us under "Careers". Minimum qualifications: Associate's degree in a related field (e.g., accounting, finance), BA/BS preferred, and at least 3-5 years of experience. Familiarity with government or non-profit finance (modified accrual basis of accounting) is a plus. Experience with finance/accounting software is required, NEMRC preferred, and advanced skills with Excel and the MS Office suite are required. The successful candidate will perform higher-level financial functions (e.g., forecasting, reporting, collaborating with the Town Manager on issues important to the Selectboard), while supervising a Finance Assistant, who is responsible for some of the daily operations.

Salary range is \$85,000-\$90,000, commensurate with experience. We offer a robust benefits package including health, dental, vision, life and disability coverage as well as participation in the Vermont Municipal Employees' Retirement System.

To apply, send a cover letter, resume and three professional references to

Town Manager's Office
Town of Norwich
PO Box 376
Norwich VT 05055
manager-assistant@norwich.vt.us

This position remains open until filled. Norwich is an *Equal Opportunity Employer*.