

**TOWN OF ESSEX**

**ASSISTANT FINANCE DIRECTOR**

The Town of Essex and Village of Essex Junction, Vermont are seeking an Assistant Finance Director to assist the Assistant Village Manager/Finance Director in administering all Town/Village finance department activities including general ledger maintenance, account reconciliation, accounts receivable, accounts payable, utility billing and payroll processing. The Assistant Finance Director proposes and coordinates the implementation of new financial policies and procedures and provides instruction, support and shared supervision to 3 Full-Time employees in the Finance Department.

This position works under the direction of the Assistant Village Manager/Finance Director and works in accordance with various Town and Village policies. The regular work hours are 7:30 a.m. to 4:30 p.m. Monday through Friday, however, hours may vary depending on the needs of the municipality.

Bachelor’s degree in Accounting with municipal accounting courses and relevant computer experience is strongly desired. Experience in accounting in a responsible position is required, preferably in municipal government; or any equivalent combination of education and experience. Experience and knowledge of NEMRC software is strongly desired.

This position is a non-union exempt position. The minimum starting salary is $65,000, dependent on relevant experience and qualifications.

Apply with cover letter, resume and three references to: Travis Sabataso, HR Director, 81 Main Street, Essex Junction, VT 05452 or via email to tsabataso@essex.org. The application deadline is September 7, 2018. EEO

July 26, 2018