



Town of Shelburne Director of Finance

JOB SUMMARY

This is a highly responsible position in the Town's finance department, which involves planning, directing, and implementing accounting and economic planning activities. Work is performed under the primary supervision and direction of the Town Manager. The Director of Finance is a crucial part of the Town's leadership team and oversees all aspects of the finance department. The Director is responsible for various tasks such as budget preparation and monitoring, financial reporting, investment of public funds, annual audits, purchasing, cash management, bank relations, accounts payable and receivable, debt management, and coordination of assigned activities with other Town departments and outside agencies. These duties and responsibilities require attention to detail, accuracy, and time management skills. In addition, the employee must have strong organizational, documentation, economic, and accounting skills.

ABOUT THE TOWN

Shelburne, Vermont, is a town in southwestern Chittenden County. It is nestled on the shores of beautiful Lake Champlain. Shelburne is a suburb of Vermont's largest city, Burlington, and lies 7 miles south of the city center. The population was 7,721 at the 2020 census. Established in 1763, Shelburne is home to many tourist attractions, including the Vermont Teddy Bear Factory, Shelburne Farms, Shelburne Museum, and many more. There are great places to eat, many things to see, shops, and beautiful scenery.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in a related field (finance, accounting, economics, business administration)
- Five years' experience in budgeting, financial management, and accounting

DESIRED QUALIFICATIONS

- Master's Degree in related fields (finance, accounting, economics, business administration)
- Supervisory/leadership experience
- Municipality experience
- CPA Certification

COMPENSATION:

FLSA: Exempt, Full-time (40 hours/week)

Salary Range: \$80,000 to \$110,000, commensurate with experience and education.

BENEFITS:

MVP Health & Vision Insurance:

Health: Platinum Plan – Premium paid at 90% by the Town, with the employee contributing the remaining 10%; or Gold 3 HDHP Plan – Premium paid 100% by the Town

(With either Plan, the Town also reimburses the employee for the first ½ of the annual deductible.)

Vision: Vision 1 (Voluntary) Plan – Premium paid by the employee.

NE Delta Dental Insurance – Premium paid 100% by the Town

Reliance Standard Life and Long-Term Disability Insurance – Premium paid 100% by the Town

Retirement – through the Vermont Municipal Employee's Retirement System

Vacation & Sick Leave Accrual – 8 hours vacation & 8 hours sick time accrued each month (increases after 5 years of employment with the Town)

Personal Leave – 24 hours yearly (based on hire date)

Paid Holidays – 13 per year

Gym Membership – Free membership at the Shelburne Athletic Club for employees. Spouses, significant others, or family members living under the same roof are entitled to 25% off membership rates.

APPLICATION PROCESS

Please submit your resume and completed employment application at

(<https://www.shelburnevt.org/237/Human-Resources>) to Adam Backus, Town of Shelburne HR Assistant, abackus@shelburnevt.org.

The Town of Shelburne is an equal opportunity employer that is committed to diversity, equity, inclusion, and a strong sense of belonging in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Town of Shelburne makes hiring decisions based solely on qualifications, merit, and organization needs at the time.