



## **JOB DESCRIPTION:**

### **TREASURER (PART-TIME)**

**DEADLINE FOR APPLICATION: Aug 15, 2022**

#### **ABOUT**

NEK Broadband is a Communications Union District (CUD) that includes every town in the Northeast Kingdom of Vermont, plus Wolcott. We are building public infrastructure to help ensure that every address that has existing electric utility service will have access to affordable, reliable, and high-speed broadband internet. As a non-profit municipality, any revenue created will go towards building and repairing infrastructure and increasing affordability for our residents. NEK Broadband has an office and warehouse in St. Johnsbury, and performs much of its business remotely.

#### **LOCATION, HOURS, AND COMPENSATION**

NEK Broadband is seeking a Part-Time Treasurer, 5-8 hours per week. This is a REMOTE position, so internet access that can support Zoom meetings is required. The ideal candidate is familiar with the Northeast Kingdom.

#### **DUTIES AND RESPONSIBILITIES**

- Carry out duties of Treasurer as described in [The Vermont Statutes, Title 30: Chapter 82, Section 3069](#) (also see below)
- Ensure proper process and accounting methodology in place to ensure smooth audits and fiscal responsibility
- Work with auditors to have the audit complete for fiscal year 2021 and beyond
- Sign checks and transfer funds on a weekly or bi-weekly basis
- Ensure proper allocation of invoices to a variety of grants with different requirements, restrictions and timeframes
- Manage full time bookkeeper/grant manager
- Review monthly and quarterly financials
- Lead Finance Committee Meetings; report to Executive Committee
- Provide guidance and/or approval on General Journal entries - including restricted or contingent grant allocations and asset capitalizations
- Work with Executive Director on the development of the CUD budget.

[The Vermont Statutes, Title 30: Chapter 82, Section 3069](#)

**§ 3069. Treasurer**

*The treasurer of the district shall be appointed by the board, and shall serve at its pleasure. The treasurer shall not be a member of the governing board. The treasurer shall have the exclusive charge and custody of the funds of the district and shall be the disbursing officer of the district. When authorized by the board, the treasurer may sign, make, or endorse in the name of the district all checks and orders for the payment of money and pay out and disburse the same and receipt therefor. The treasurer shall keep a record of every obligation issued and contract entered into by the district and of every payment thereon. The treasurer shall keep correct books of account of all the business and transactions of the district and such other books and accounts as the board may require. The treasurer shall render a statement of the condition of the finances of the district at each regular meeting of the board and at such other times as shall be required of the treasurer. The treasurer shall prepare the annual financial statement and the budget of the district for distribution, upon approval of the board, to the legislative bodies of district members. The treasurer shall do and perform all of the duties appertaining to the office of treasurer of a body politic and corporate. Upon removal or the treasurer's termination from office by virtue of removal or resignation, the treasurer shall immediately pay over to the successor all of the funds belonging to the district and at the same time deliver to the successor all official books and papers. (Added 2015, No. 41, § 20, eff. June 1, 2015.)*

#### **REQUIRED SKILLS AND EXPERIENCE**

- At least 10 years as an accountant
- CPA licensure required

#### **DESIRABLE SKILLS**

- Grant reporting and non-profit experience
- Communications experience a plus
- Experience with asset development, capitalization and depreciation
- Experience with inventory management and work in process

#### **TO APPLY**

Send a resume and cover letter to [Clerk@nekbroadband.org](mailto:Clerk@nekbroadband.org).