



Job Description

Lamoille FiberNet - Treasurer

Position: Part-time, permanent, 20 to 30 Hours Monthly

Benefits: \$1000 Stipend

Reports to the Executive Director

Description of Position

Lamoille FiberNet Communications Union District (LFCUD) is a municipal entity that has been organized under Vermont law to deliver communications services within the towns that are members of the district. LFCUD is governed and managed by a Governing Board comprised of one representative from each member municipality, an Executive and Finance Committee, an Executive Director and staff, and several committees that are comprised primarily of members of the Governing Board. The Treasurer is appointed by, and serves at the pleasure of, the Governing Board of the District.

Responsibilities

The statutory duties of the Treasurer as set out in Vermont law. In summary, those duties are to:

- Act as custodian of the funds of the District;
- Report to the Governing Board monthly on finances of the District; and
- Prepare the annual financial statement of the District.

The Executive Director and staff of the District, as well as an accounting firm engaged by the District assist the Treasurer in performance of these duties.

In greater detail, those responsibilities include the following tasks:

- Disbursements:
 - Confirm that all payments by the District have been authorized by the Governing Board;
 - Ensure the District has kept a record of every obligation issued and contract entered;
 - Ensure the District has kept a record of every payment and the invoice paid.
 - Monitor the financial reserves and timing of receipts and disbursements to ensure the District has cash adequate to meet its financial obligations and execute its business plan.
 - Write checks and make payments on behalf of the District.
- Accounting records:
 - Ensure the District's bookkeeper has the records necessary to accurately, completely and timely maintain the District's accounts. Confirm the accuracy of the financial records.

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- Budget:
 - Collaborate with the Executive Director and Chair to develop the District's budget annually, and update the budget – usually mid-year.
- Audit:
 - Support the audit of the District's financial condition.
- Governance and policy development:
 - As an ex-officio (non-voting) member of the District's Executive Committee, the Treasurer has an opportunity to advise the Executive Committee and Executive Director on development and revisions to the District's governance policies, management practices, and business plans.
- The Treasurer is expected to attend and contribute to all meetings of LFCUD's Governing Board (typically one each month) and Executive and Finance Committee (typically twice each month), either in person or remotely. The Treasurer will also need to participate in ad-hoc discussions or meetings with the District's bookkeeper, District staff, the Chair, and other board members to undertake and coordinate the duties and functions described above.

Lamoille FiberNet is an Equal Opportunity Employer. Those who identify as women and non-binary, people of color, veterans, individuals with disabilities, members of the LGBTQ+ community, and other individuals from underrepresented populations are strongly encouraged to apply.