



Job Description: Lamoille FiberNet Treasurer – Updated March 2024

Position: Volunteer, contractor, 20 to 30 hours per month; Stipend available

Reports to the Governing Board

We are seeking a proactive partner with financial oversight experience, preferably in government funding, to oversee the diligent administration of public funds in pursuit of our Universal Service Plan.

Organizational Overview — Lamoille FiberNet Communications Union District (LFCUD) is a municipal entity authorized by Vermont law to organize the delivery of broadband communications services within the towns that are members of the district. LFCUD’s goal is to bring universal broadband service to our Lamoille County service area. A Governing Board comprised of representatives from each member municipality oversees the CUD and is supported by an Executive Director and staff. Committees and task forces comprised primarily of members of the Governing Board support the work of the CUD. Notably, the District is funded largely through federal grants administered by and through the Vermont Community Broadband Board. See www.Lamoillefiber.net.

Description of Position — The Treasurer is appointed by, and serves at the pleasure of, the Governing Board, and is an ex officio (non-voting) member of both the Executive and Finance Committee and the Governing Board. The Treasurer is supported by the Executive Director and the District's accountant. The statutory duties of the Treasurer can be found at [30 V.S.A 3069](#).

- Act as custodian and disbursing officer of the District funds
- Report monthly to the Governing Board and Executive and Finance Committee on financial condition of the District in the agreed upon format developed by the Board
- Prepare annual financial statements and support annual audits, as necessary
- Advise the Board on financial and fiscal compliance matters

The Treasurer is expected to attend and contribute to meetings of LFCUD’s Governing Board and Executive and Finance Committee (both typically once each month), either in person or remotely. Communications and meetings with the District’s bookkeeper/accountant, District staff, the Chair, and other board members will also be necessary to undertake and coordinate the duties described herein. In greater detail, those responsibilities include the following tasks:

Disbursements:

- Confirm that all payments by the District have been authorized by the Governing Board and are consistent with procurement and budgeting policies;
- Ensure the District has kept a record of every obligation issued and contract entered;

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- 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 said records.

Budget:

- Collaborate with the Executive Director and Chair to develop the District's budget annually and update the budget – usually mid-year.

Audit:

- Support audits of the District's financial condition and advise on implementation of recommendations.

Governance and policy development:

- As an ex-officio (non-voting) member of the District's Executive/Finance Committee, the Treasurer has an opportunity to advise the Executive/Finance Committee and Executive Director on development of and revisions to the District's governance policies, management practices, and business plans.

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.

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