



Job Title: Accounting Specialist
Department: Finance
Reports To: Head of Accounting/Finance Director
FLSA Status: Non-Exempt, Hourly
Pay-Range: \$50,000 to \$60,000
Hours: Monday-Friday, 40 hours a week
Prepared Date: March 2026

SUMMARY:

The Accounting Specialist performs responsible administrative and technical work in maintaining municipal financial records and supporting the Town's accounting operations. This position ensures accurate processing of financial transactions in accordance with municipal finance laws, regulations, and internal policies. The role works closely with the Head of Accounting, Finance Director, and other departments to support efficient and compliant financial management.

PRIMARY RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Delivers excellent customer service to Town residents, business-to-business relationships, town employees, and any other customers.
- Manages all duties while prioritizing customer service needs—frequent interruptions will be standard.
- Provide administrative support to the finance department, such as answering phone calls, scheduling appointments, and maintaining files
- Compile, verify, and input data from various sources (e.g., invoices, requisitions, PO) to ensure accuracy and compliance with legal and financial requirements.
- Process financial transactions, such as accounts payable and accounts receivable.
- Follow established policies and procedures to ensure accounting and financial regulations compliance.
- Maintain accurate and up-to-date financial records.
- Assist with gathering documentation and working with the auditors.
- Manage vendor accounts, including W-9 and 1099 compliance, and liaise with vendors to resolve discrepancies.
- Handle confidential information with discretion and ensure compliance with Generally

Accepted Accounting Principles (GAAP).

- Assist with writing and keeping current policies and procedures.
- Use various computer applications, such as spreadsheets, databases, or accounting software, to perform financial tasks.
- Participate in cross-training and perform other related duties as assigned to enhance operational efficiency.
- Provide administrative support to the finance department.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

EXCELLENCE IN THIS ORGANIZATION:

At the Town of Shelburne, we are committed to delivering excellence by exceeding our residents' expectations and continuously improving. We foster a culture of accountability, transparency, and collaboration, valuing the contributions of every team member. We take pride in our work and hold ourselves and each other to the highest standards of performance and integrity.

POSITION REQUIREMENTS:

- 2–5 years of customer service, accounting, bookkeeping, or municipal finance experience
- Knowledge of governmental accounting principles and fund accounting
- Proficiency in municipal financial software (e.g., Oracle, NEMRC, or similar)
- Strong Microsoft Excel skills
- High level of accuracy, attention to detail, and organizational ability
- Ability to handle confidential information with discretion
- Strong communication and customer service skills

PREFERRED QUALIFICATIONS:

- Experience working in a municipal or public sector finance office
- Understanding of procurement laws
- Familiarity with state reporting requirements and audits
- Associate's or Bachelor's degree in Accounting, Finance, Public Administration, or a related field

WORKING CONDITIONS:

Employees in this position work primarily in an office environment with moderate noise levels and controlled temperature conditions. The work environment is typical of an office environment with frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The work involves sitting for extended periods, using a computer and other office equipment and may require occasional lifting of up to 25 pounds.

Physical Demands

Physical demands for an office setting position can vary depending on the specific role and tasks involved, but generally, the physical demands are low to moderate. The position typically involves working in a climate-controlled environment with minimal physical exertion. Some common physical demands for an office setting position may include:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Please note: This is not an all-encompassing statement of this position's responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at any time.

Benefits: (For employees with a regular work schedule of 30 hours or more per week.)

Health:

Platinum Plan – Premium paid at 90% by the Town, with the employee contributing the remaining 10%; or

Gold 3 HDHP Plan – Starting January 1, 2027, Premium paid 97% by the Town, with the employee contributing the remaining 3%.

(With either Plan, the Town also reimburses the employee through the insurance company 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.

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.

Retirement: Through the Vermont Municipal Employee's Retirement System. ICMA Roth and 457 non-contributing.

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: 12 per year.

Hours worked in excess of 40 hrs/week are eligible for overtime pay or accrual of comp. time.

APPLICATION PROCESS:

Please submit your resume and complete the employment application at <https://www.shelburnevt.org/237/Human-Resources> or contact Adam Backus, Town of Shelburne HR Manager, at (802) 985-5121, 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.