



Town of Brighton

VERMONT

Finance Specialist Job Description

General Description

The Finance Specialist position performs professional level accounting work in the maintenance, review, and reconciliation of financial records to ensure compliance with accepted accounting principles and standards. This critical role will contribute, along with the Town Clerk & Treasurer and Town Manager, to the updating of our processes and procedures. The position is partially customer-facing and plays a role in ensuring residents receive the best possible service. This position reports to the Town Clerk & Treasurer and Town Manager.

Characteristic Duties

- In consultation with the Town Clerk & Treasurer and Town Manager, plan and oversee all financial management systems of the Town, including accounting, employee payroll and benefits, grants and contracts, fixed assets, cash flow, investment, loans; develop and/or modify financial systems and policies in accordance with government regulations and organizational needs.
- Perform a full range of professional bookkeeping, accounting and financial analysis functions, including account balancing and reconciliation; payroll and tax reporting; cash flow, investment, and loan management; end-of-year account auditing and closing functions; indirect proposal preparation; and data compilation and analysis as part of budget planning.
- Prepare financial statements, summaries, and a wide variety of fiscal/business reports for internal use and as required by outside agencies.
- Prepare for, coordinate, and manage the annual external audit and financial reviews.
- Assist the Town Manager in developing and monitoring the budget, and prepare budget and other financial forecasts.
- Examine financial and legal documents to verify accuracy and adherence to financial regulations and acceptable financial principles.
- Develop or recommend solutions for problems or situations.
- Train co-workers as it relates to grant administration, federal and state guidance and compliance policies, and organizational financial policies.
- Assist Town Manager with development and update of capital budgets and programs.
- Prepare special reports and projects as requested.
- The ideal candidate should know NEMRC or be able to learn the NEMRC Systems in the first few weeks after hire.
- Pursue professional development opportunities.

Typical Knowledge

- Thorough knowledge of accounting and budgeting principles, practices, and procedures.
- Considerable knowledge of administrative practices.
- Considerable knowledge of state and federal grant administration and compliance monitoring.
- Considerable knowledge of computerized financial management information systems.

Typical Skills

- Ability to make mathematical computations with speed and accuracy.
- Ability to analyze, interpret and evaluate accounting problems.
- Ability to develop checkpoints to maintain over-all integrity of the financial system.
- Ability to interpret and apply rules and regulations of considerable complexity.
- Ability in preparing accurate financial and statistical reports.
- Ability to establish and maintain effective working relationships.
- Ability to prioritize duties, work on several issues simultaneously, and meet firm deadlines.
- Ability to develop and implement financial procedures and evaluate their effectiveness.
- Ability to communicate effectively orally and in writing.
- Ability to work independently and as part of a team is essential.
- Ability to be proactive and initiate actions as needed, and to present complex financial data clearly to non-finance audiences.
- Ability to see the larger financial picture and simultaneously pursue a high degree of accuracy in work and to apply judgment to balance them.
- Self motivated to learn new concepts and to participate in new projects.

Qualifications

- Three to five years of relevant experience required.
- Associate or bachelor's degree in finance or accounting preferred.
- Experience with finance or accounting systems is required.
- Experience in NEMRC is strongly preferred.
- Should have general knowledge of municipal operations.
- Strong customer service mindset.
- Proficient in Microsoft Word, Excel, and other common office software.
- A professional demeanor with good public relations and people skills.
- Team Player.

Personal Attributes:

- Commitment to a culture of communication.
- Ethical and impartial, with a strong sense of fairness.
- Patient and approachable, with a commitment to public service.
- Detail-oriented, with the ability to manage multiple tasks simultaneously.
- Proactive problem-solver with strong analytical skills.

Application Process:

Salary range is commensurate with experience. The range is \$50,000 to \$60,000 per year with a 37.5 hour work week. This work is primarily in office, but once the candidate is established in the role a hybrid schedule is possible. The town has a generous benefit plan including retirement, health, dental, life insurance, and paid time off. please visit the Brighton website for information on the Town. Please submit resume to Finance@BrightonVT.gov by **June 12, 2026**.

Questions

Please email all questions to Finance@BrightonVT.gov and we will reach out. Please do not contact the clerk's office or Town Manager directly.