

**Recommendations for Municipal Office:**

- Clerk and Treasurer duties kept to the ones outlined by Statutory Obligations.
- Full time employee for other tasks.
- 3 people ensures delegation of duties.

**Clerk:**

- Land Records
- Vital Records
- Elections
- Dog Licenses

**Treasurer:**

- Sign checks and verify payments
- Bank deposits
- Bank reconciliations
- Audits & Budget Maintenance
- State & Federal Withholding Reporting & VMERS
- Issue 1099's and W2's

**Town Administrator / Admin Assistant:**

- Becomes your main point of contact in the office to coordinate between all the offices
- Acts as Select Board Bookkeeper - Enters the invoices and payroll and prints checks for Treasurer to review and sign.  
*(Person printing checks should not be the one reconciling bank accounts so this way Bills are paid and then verified by the Treasurer and the Select Board.)*
- Select Board meeting agendas and minutes
- Website maintenance
- Grant applications and follow up
- Town Report preparation
- General managing of the office, supplies etc.
- Maintain personnel files ; contracts ; Insurance coverage information ; and Certificates
- All other duties in the office not assigned by Statute.
- This is a direct employee of the Select Board and acts under their authority to carry out any tasks on their behalf.

**Estimated Hours In Office:**

Clerk:	15	Week
Treasurer:	15	Week
Admin	35-40	Week

*Hours estimated could vary throughout the year depending on the projects.*