

Help Wanted
City of Newport, Financial and Office Administrator

The City of Newport is accepting applications for a full-time Financial and Office Administrator. This position is temporary but has the potential to become permanent. The Financial and Office Administrator is responsible for recommending and (if approved by Council) implementing strong financial controls, providing a first point of contact for the general public, supporting the Mayor and Council, Department Heads, and Chairs of City Commissions with timely financial reports and support with budgeting, creating efficient practices for the day to day administration of the City Office, and ensuring that required public warnings and records of all meetings are appropriately posted.

A Newport City job application, cover letter, and resume are required as part of the application process. Applications can be found on the Newport City Website at:
<https://www.newportvermont.org/city-information/jobs/>

The salary range for this position is \$60,000 to \$70,000 based on experience. The City of Newport offers an excellent benefits package including sick & vacation leave accumulations, paid holidays, retirement and medical, dental and eye insurance. We are an equal opportunity employer.

Apply directly by email to:

City of Newport
Mayor Linda Sullivan - Mayor.sullivan@newportvermont.org
Council Member Rick Ufford-Chase – rick.uffordchase@newportvermont.org

Or by mail to:

Mayor Linda Sullivan
Council Member Rick Ufford-Chase
222 Main St.
Newport, VT 05855
(802) 334-5136
