



STATE OF VERMONT
JOINT FISCAL OFFICE

The Joint Fiscal Office seeks to hire a Financial Operations Coordinator

The Vermont Joint Fiscal Office (JFO) is seeking a motivated professional for the nonpartisan position of Financial Operations Coordinator. The Financial Operations Coordinator manages the administration of financial accounts for the Legislative Branch, helps develop and implement financial procedures and best practices, and processes administrative actions for members of the General Assembly and other legislative offices, as needed. In addition, this position assists with the review and processing of grants for the Joint Fiscal Committee, provides committee assistant staffing when needed, and generally supports the Joint Fiscal Office with other duties.

The anticipated pay for this position will be between \$49,775 - \$68,450, with potential for an initial offer adjustment based on applicable qualifications and experience. The comprehensive State benefits package includes paid time off, health insurance, and retirement plans. During the legislative session, legislative staff are expected to work in-person in Montpelier with the potential for some remote work during adjournment.

Education and Experience:

Required:

- Associate degree in accounting, finance, or a related field
- 1+ years of work in accounting, finance or a related field
- 1+ years in a professional work environment.

Preferred:

- Bachelor's degree in accounting, finance or a related field.
- 4+ years in an accounting, finance or related field
- 1+ years in customer-service.

Required Skills:

- Detail-oriented and organized with proven research and administrative capabilities.
- Proven experience with accounts payable/receivable processes
- Experience understanding administrative bulletins and developing associated policies and procedures.
- An understanding of the budgeting process and ability to help with budget development.
- Excellent interpersonal and customer service skills, including a willingness to interface with all legislators, staff, and members of the public.
- Ability to remain nonpartisan in a political environment.
- Excellent written and oral communication skills.
- Strong analytical and problem-solving skills with a high degree of accuracy
- Adept at working effectively both independently and as a team member in an environment that is fast paced and demanding.

To apply, please submit by email a resume and cover letter in Word or PDF format explaining your interest and qualifications to: HRApplications@leg.state.vt.us. Cover letters should be a personalized, authentic reflection of your skills, motivation, and personality. Please put your name and "Financial Operations Coordinator application" in the subject field. Applications will be reviewed starting November 14, 2025.

The Vermont General Assembly is an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, age, or other protected category.