



Position

Accountant

About the Vermont Bond Bank

Vermont Bond Bank (the “Bond Bank”) is seeking a highly qualified individual to serve as an Accountant for the organization.

The Bond Bank is an instrumentality of the State of Vermont with a mission to support access to low-cost financing options for governmental units seeking financing for schools, roads, recreation centers, and other infrastructure essential to daily civic life.

This mission is undertaken through the Bond Bank’s tax-exempt bond issuance authority as well as the financial administration of the State of Vermont’s Clean and Drinking Water State Revolving Loan Funds. Recently, the Bond Bank has launched programs to support flood recovery and green lending.

The current combined loan portfolio is nearly \$1 billion. The portfolios require ongoing monitoring, compliance, and record-keeping.

Job Description

The Accountant is primarily responsible for maintaining accounting records and managing loan-level data, loan documents, and programmatic compliance. This activity will include the Bond Bank and the Vermont Educational and Health Buildings Financing Agency (VEHBFA), which is operated by the Bond Bank.

To guide much of this work, the Bond Bank has recently created a cloud-based Portfolio Management System to manage data and files associated with its portfolio of lending. The Accountant will be the key point of contact for all updates and analysis within the System.

Reporting to the Controller, the Accountant will be responsible for:

- Reconciliations across the Bond Bank’s funds;
- Loan invoice reconciliation and managing invoice creation;
- Preparation of loan payoff letters;
- Loan compliance checklist monitoring;
- Assist in validating and processing financial transactions related to loan activities, including disbursement preparation;
- Monitoring and managing the collection of data needed for programmatic compliance requirements at the state and federal levels;
- Maintaining customer records, both paper and electronic versions. Scan, parse, and/or upload documents into the Portfolio Management System as needed;
- Undertaking borrower-level verification;
- Creating job aids and procedures for activities of the Bond Bank;
- Working as a team to ensure assigned loans are being processed with timeliness, attention to

detail, accuracy, and within compliance with organizational policies, agency, and all state and federal laws;

- Conduct the above activities for VEHBFA as applicable; and,
- Manage multiple demands and competing priorities.

In addition, the position will be responsible for assisting the Controller with other special initiatives and ongoing state policy discussions.

Job Requirements

Background with government accounting or fund accounting is a plus, but not required. Basic familiarity with lending processes is helpful but not required. On-the-job training will be provided.

Candidates must have the following:

- Bookkeeping experience or familiarity with general ledger systems;
- Intellectual curiosity and a point of view;
- Commitment to a mission-driven organization;
- Entrepreneurial spirit;
- Ability to observe, analyze, and recommend process improvements;
- Strong communication skills with the ability to work collaboratively in a small team environment;
- Ability to self-motivate and independently complete job functions; and,
- Detail-oriented with excellent analytical and organizational skills.

Work Location

The Bond Bank is an instrumentality of the State of Vermont, and employees must either reside in Vermont, or be willing to relocate. Work/life flexibility is a priority at the Bond Bank, and employees may choose to work either remotely several days a week or in the Bond Bank's Burlington offices. Partially remote employees must be available for regular in-person meetings, which will be front-loaded during the onboarding phase

Compensation

This is a full-time exempt salaried position with a range between \$60,000 and \$80,000 annually, depending on experience. The Bond Bank provides full health benefits and a retirement contribution (after 12 months of employment). Elective contributions to a 457(b) Differed Compensation Plan are also available. The Bond Bank is an eligible employer for public service loan forgiveness and state benefits for recent in-state graduates.

Deadline & Requirement

The Bond Bank will evaluate applications on a rolling basis but intends to fill the position by Fall 2025. Please submit a cover letter and resume to elizabeth@vtbondagency.org to apply.