



Town of Bristol

P.O. Box 249
Bristol, VT 05443
(802) 453-2410

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www.bristolvt.org

**Town Treasurer
Bristol, Vermont**

The Town of Bristol is seeking an organized and motivated candidate to serve at its Town Treasurer. The 32-hour per week position offers a competitive salary, benefits, flexible schedule, and opportunity to work in a vibrant community, (pop. approx.. 4,000) located in the Champlain Valley in Addison County, Vermont.

The Town Treasurer is responsible for keeping all of the Town's funds, including receipt, investment, and disbursement of funds; keeping a record of taxes voted, billed, and collected; collecting other funds received by the Town; and paying orders drawn on Town accounts. The Treasurer provides human resources support and manages employee benefits and payroll; supports the Water Department and Sewer Department with billing and management of accounts; works closely with auditors to annually reconcile Town accounts; and provides support to the Recreation, Police, Public Works, Lister, and Zoning Departments, the Town Clerk, and the Town Administrator in budgeting, capital budgeting, grants management, and reporting.

An associate's or bachelor's degree in accounting, public administration, or similarly applicable discipline is preferred, or a course of study in accounting or equivalent subjects, as well as at least three years experience in the area of accounting (public or private sector), including experience managing payroll, employee benefits, and accounts payable and receivable.

A detailed job description is available at www.bristolvt.org. Salary: commensurate with experience.

To apply, please e-mail a cover letter, resume, and three references to townadmin@bristolvt.org with Bristol Town Treasurer in the subject line or send by mail to:

Bristol Town Treasurer Search
P.O. Box 249
Bristol, VT 05443

The position is advertised until filled. The Town of Bristol is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, or familial status.