

### **Job Opportunity: Executive Assistant/Bookkeeper**

Nestled in the hills and surrounded by Newfound Lake—New Hampshire’s cleanest lake—and Wellington Beach—New Hampshire’s best swimming spot—the Town of Bristol is seeking its next full-time Bookkeeper/Executive Assistant to fill a critical role on our management team.

Bristol is busy with many projects and challenges and there will be no shortage of work to do, and we are looking for a teammate that will hit the ground running on Day 1. On the office management/administrative side, this person provides a full range of office management, secretarial, clerical and technical support duties for the Town Administrator and Board of Selectmen and coordinates the day to day operation of the Town Office including communications, public engagement, outreach, and project management. On the finance side, this person provides financial-related support including, but not limited to: Accounts Payable, Payroll, Accounts Receivable, Deposits, Purchasing, Budget, and Human Resources.

The successful candidate will be:

- Able to collaborate with Department Heads and employees on items, such as: Supply ordering, managing office systems and equipment, liaising with outside vendors, maintaining filing systems, scheduling building use, Town beach program management, and similar functions.
- Able to work hand-in-hand with the Town Administrator on keeping a manageable pace of office work flow, keeping track of projects and details, collecting and organizing forms and other paperwork, and preparing correspondence and mailings.
- Able to receive and screen in-coming calls, visitors and mail to the Town Office and coordinates referrals to appropriate internal and external staff.
- Able to compose reports, memoranda and correspondence staff and outside sources.
- Knowledgeable in committee processes including minute-taking, preparing for meetings, communications, posting meeting notices, updating calendars, and setting up meeting space.
- Knowledgeable in the principles and techniques of accounting and finance.
- Understanding of municipal, State, and Federal laws, rules, and regulations that apply to Town finances and administration
- Understanding of the general principles of public fiscal administration, including budgeting, accounting and payroll software, and financial reporting.
- Able to develop and utilize accounting spreadsheets and software rapidly and accurately.

Requirements include: Bachelor’s degree with specialization in business management, accounting, finance, or related field with experience in government accounting, or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

Submit application letter, resume and standard town application form to Bob Blanchette, Finance/Human Resources Director, 230 Lake Street, Bristol, NH 03222. Position is open until filled. Review of applications will begin immediately. Wage range is \$38,396 - \$51,067 DOQ/DOE. Competitive benefits included. EOE.