



TOWN OF BRISTOL

230 Lake Street, Bristol, NH 03222

Job Opportunity Finance/Human Resources Director

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 looking for an experienced, hard-working team player to fill our Finance/Human Resources Director position.

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. You will oversee all aspects of financial operation of the Town, and will work with a close-knit staff at the Town Office and award-winning Department Heads that take great pride in our community.

On the finance side, you will work closely with the Town Administrator and our Bookkeeper/Executive Assistant. You will be responsible for all work in planning, organizing, coordinating and directing the accounting and financial aspects of the Town and related work; assisting in computer and software management and software support for the accounting software; audit preparation; policy and procedure compliance; internal controls; state reporting requirements; and state and federal accounting compliance. Administrative direction is provided by the Town Administrator and work is reviewed by independent audits.

On the human resources side, you are the go to person for employees and will work closely with the Town Administrator on personnel matters. This includes: reviewing payroll reports and preparing payroll listings, coordinating preparation of state and federal reports, assuring that all personnel matters, including the Town’s personnel benefit programs, payroll, worker’s compensation, FICA, FLSA, ADA, and unemployment matters are properly administered. You will also work with the Town Administrator on all risk management issues.

Minimum qualifications include graduation from an accredited four-year college or university with a degree in accounting, finance, business administration or related field, and three to five years of progressively responsible experience in municipal accounting work; OR any equivalent combination of education and experience which demonstrates possession of the required knowledges, skills, and abilities. Supervisory experience and experience with BMSI is preferred. Most importantly, having good communication skills, a good attitude, lots of patience, the ability to keep an even keel, and a sense of humor are the keys to success in our busy community.

Bristol is a beautiful New England town that is located just twenty-five miles northwest of Concord, New Hampshire’s capital. We offer all the benefits of small town living, remaining close to major recreational attractions and business centers. We have a year-round population of approximately 3,300 and a seasonal summer population of approximately 6,500 inhabitants. Town employees, those involved in local government and all of the many volunteers who give so generously of their time are dedicated to providing the best possible service to our residents, businesses, and visitors.

This is a full-time position that offers competitive wages with benefits. Resume review and interviews will be on a rolling basis. The position will remain open until filled.

For a copy of the job description and to submit materials, contact executiveassistant@townofbristolnh.org or

Wendy Costigan, Bookkeeper/Executive Assistant
Town of Bristol
230 Lake Street
Bristol, NH 03222

Please include a cover letter, resume, three references and salary requirements in your submission packet.

The Town of Bristol is an Equal Opportunity Employer (EOE/ADA).