



Town of Bristol

P.O. Box 249
Bristol, VT 05443
(802) 453-2410 x5
www.bristolvt.org

POSITION TITLE: Assistant Town Clerk and Assistant Town Treasurer

The Town of Bristol is seeking an organized and motivated individual to serve in a dual capacity role of Assistant Town Clerk and Assistant Town Treasurer. Bristol Town residency is not required.

The Assistant Town Clerk and Assistant Town Treasurer will report to the Town Clerk and Town Treasurer as appropriate for the duties assigned.

The Assistant Town Clerk will perform all duties assigned by the Town Clerk in accordance with Vermont Statutes and Bristol Town Policies & Procedures as follows:

- Assist in the maintenance of official records and documents pertaining to real property, vital statistics, permits, licenses and other matters.
- Will report to the Town Clerk in accordance with Town policies and applicable laws.
- Assist in overseeing the office vault, which is the house of records for the Town of Bristol. As an assistant custodian for Town documents, the individual will follow the Records Management Plan to ensure the preservation and protection of all Town documents.
- Assist in the recording/filing of Town documents which include but are not limited to, all real estate records (deeds, lien, attachments), vital records (birth, death, marriage).
- Issue licenses for marriage, dogs, and any other such license, permit, document as so directed by Federal, State, or local government.
- Assist the Town Clerk in the Election process. This includes posting, advertising, warning, maintaining the voter checklist, mailing of early ballots, and completing the mandatory reporting.
- Other such duties as may be assigned.

The Assistant Town Treasurer will perform all duties assigned by the Treasurer in the management of all the Town's financial activities. These duties include:

- Assist in the processing of financial reports required monthly, quarterly, and yearly.
- Perform reconciliation of financial accounts and bank statements.
- Process payroll in Town Treasurer's absence.
- Process State employee pension program requirements in Treasurer's absence.
- Provide support for the Water and Sewer Department billing.
- Maintain account funding balances and calculate school tax payments.
- Other such duties as may be assigned.

A degree in accounting, public administration, or similarly applicable experience is preferred, or at least two years' practical experience in municipal, public, or private accounting including experience managing payroll, employee benefits, accounts payable and receivable. A working knowledge of Word and Excel is required. Experience with NEMRC accounting systems is a plus.

The position will start at 32 hours per week. Compensation will be commensurate with the above knowledge and experience. A competitive benefits package is included. Current open Town Office hours are:

- Monday – Thursday 8 am to 4:30 pm.
- Position open 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.