

JOB OPENING

Town of Bakersfield
PO Box 203
Bakersfield VT 05441

The Town of Bakersfield is looking for an Assistant Treasurer/Clerk/Select Board Secretary.

Job requirements include but not limited to:

- Proficiency in the use of computers and office equipment
- Knowledge of Excel and basic accounting
- Ability to efficiently manage time and prioritize multiple tasks
- Ability to work with minimal supervision
- Strong communication skills

Please send resume to:

Town of Bakersfield
Attn: Vera Lawyer
PO Box 203
Bakersfield VT 05441