

## **Barton Village Inc.**

### **Senior Accountant/HR Administrator Position**

Barton Village is seeking a qualified individual for the position of Senior Accountant/HR Administrator. This position is responsible for the financial operations of all departments of the Village including Highway, Electric, Water and Wastewater and the administration of all Human Resource related activities. The Senior Accountant/HR Administrator will also assist the Village's Business Manager with Village operations as requested.

Qualified candidates should have a minimum of five years of responsibility in the area of finance, accounting and/or human resources. A Bachelor's degree in finance, accounting, or experience in a related field, preferably within the municipal environment is preferred. Knowledge of municipal electrical, water, wastewater and highway systems and familiarity of local, Vermont and Federal governmental and regulatory procedures is preferred.

This salaried position will range from 25-40 hours per week and individuals who may want to work in a part-time capacity are encouraged to apply. Barton Village offers a competitive salary and benefits package. For a complete job description, call (802) 525-4747 or email [businessmanager@bartonvt.com](mailto:businessmanager@bartonvt.com). For consideration, please submit a cover letter, resume and three professional references with salary expectations to Barton Village, Attn: Vera LaPorte, Village Business Manager, PO Box 519, Barton, Vermont 05822, or email to [businessmanager@bartonvt.com](mailto:businessmanager@bartonvt.com). This position will be open until filled. The Village is an equal opportunity employer.