

Town of Bolton Temporary Administration Support For The Selectman's Office

Location: Town of Bolton, 222 Bolton Center Road, Bolton, CT 06043

Website: <https://town.boltonct.org>

Town of Bolton: The Town of Bolton encompasses a land area of 15 square miles and has approximately 5000 residents. We have an annual budget of approximately \$23.45 million dollars inclusive of the Board of Education and Capital budgets. The Town is located between Coventry and Manchester, and its most notable geographic feature is Bolton Notch. The Town has a rich heritage in agriculture and is home to iconic companies like Munsons Chocolates and Simoniz. Bolton also has many opportunities for outdoor recreation with Lower Bolton Lake, the Heritage Farm and trails such as the East Coast Greenway and the Hop River Trail.

Job Description

In this position you:

- Will work with the Selectman's Office and Finance Department to assist with the municipal budget process.
- May assist in helping to educate department heads about responsibilities regarding the financial policy manual and financial software.
- May assist in educating staff in use of the financial software to reduce paper and remove redundancies from our current process.
- Be immersed in the municipal budget process and help create the budget document and presentations to the Board of Selectmen and Board of Finance.

Skills Desired

- Ability to work somewhat independently on projects.
- Understanding of accounting practices and procedures
- Good written and oral communication skills
- Ability to learn and understand software systems.

Work Format: We envision the Temporary Administration Support person to be onsite in order to best accomplish the goals and work as a member of our team. Some project work may be accomplished outside the office remotely at the Town Administrator's discretion.

Application and Contact Information

Specific questions about the Temporary Administration Support Position may be directed to **Jim Rupert**, at jrupert@boltonct.gov.