



TOWN OF CENTER HARBOR

New Hampshire

JOB DESCRIPTION

Bookkeeper and Board of Selectmen's Administrative Assistant

POSITION OVERVIEW

Department	Administration
Employment Status	Full-Time, At-Will Position (minimum 35 hours per week)
Supervision Received	Board of Selectmen
Supervision Exercised	Town Office staff and other town employees as assigned
Effective Date	September 30, 2026

JOB SUMMARY

The Bookkeeper/Administrative Assistant to the Board of Selectmen (hereinafter "the Board") serves as the primary administrative and financial resource for the Town of Center Harbor. This position implements the Board's directives and policies, manages day-to-day town office operations, and serves as the principal liaison between the Board, town departments, other governmental bodies, and the general public. The position requires the exercise of independent judgment, discretion, and tact across a wide range of administrative, financial, personnel, and legal matters.

Specific hours and days will be determined by the Board. Benefits including health insurance, paid vacation, and other applicable benefits are associated with this position. Employment is at-will; the employee is free to resign at any time, with or without cause or notice, and the Town of Center Harbor retains similar rights as provided by law. This job description does not constitute an express or implied contract, does not modify the at-will status of the employee, and does not guarantee fixed terms and conditions of employment.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following examples are illustrative and do not represent an exhaustive list of all duties:

Board of Selectmen Support

1. Implements the directives and policies of the Board.
2. Maintains records and files for the Board, including preparation of meeting notifications and agendas, copying meeting packets, and scheduling public hearings.
3. Ensures compliance with the NH Right-to-Know Law (RSA 91-A) for meeting notification posting timelines, public access to records, and response to public records requests.
4. Serves as the official Recording Secretary for all regular and special meetings of the Board; provides background information, context, and recommendations on pertinent matters. Prepares draft minutes for Board review and approval.
5. Records non-public (executive session) minutes separately in accordance with RSA 91-A:3.
6. Determines matters requiring the attention of the Selectmen and keeps the Board apprised of ongoing activities and emerging issues within the Town.
7. Performs confidential clerical and secretarial duties for the Board regarding personnel and legal matters.
8. Advises the Board on matters affecting Town employees and volunteers.
9. Prepares the warrant for Town Meeting; consults with the Town Attorney and the New Hampshire Department of Revenue Administration (NH DRA) as necessary for correct format and wording of warrant articles.

10. Tracks annual statutory deadlines (e.g., NH DRA filing deadlines, budget submission dates, audit timelines) and alerts the Board in advance.
11. Assists the Board and local Emergency Management Director with administrative functions during declared emergencies or exercises.
12. Coordinates building maintenance and repairs for Town-owned facilities with applicable contractors, as directed by the Board.
13. Maintains records of facility maintenance, inspections, and service contracts.
14. Coordinates special events or Town-sponsored activities as directed by the Board.

Office & Records Management

1. Supervises and administers the daily operations of the Town Office.
2. Plans, organizes, and prepares the annual Town Report, including gathering and compiling report information, reviewing and editing departmental submissions, and proofreading the report prior to printing.
3. Answers the phone, screens calls, provides customer service, processes mail, and copies records as required.
4. Prepares routine and cyclical reports for submission to town, state, and federal organizations.

Financial Management

1. Performs all bookkeeping duties, including but not limited to accounts payable, account reconciliation, submission of financial forms to the NH Department of Revenue Administration, and preparation for annual audits.
2. Assists the Board in compiling and preparing the annual operating budget, including gathering departmental requests and summarizing data for Board review.
3. Monitors departmental expenditures against approved budget lines and alerts the Board to potential overruns.
4. Tracks capital improvement projects and related expenditures.
5. Coordinates the financial needs of the Town with the Board and the Town Treasurer.
6. Performs general administrative support duties such as composing correspondence, preparing and presenting spreadsheets, reports, and data collections as needed.
7. Supervises purchasing activities; prepares bid documents; and administers contracts as requested and directed by the Board.
8. Ensures the adequacy of all types of insurance coverage, including fire, casualty, and liability insurance for all Town property and officials, and health and workers' compensation insurance for Town employees.

Human Resources & Personnel

1. Supervises and directs Town Office staff and other Town employees as assigned by the Board.
2. Trains Town Office staff.
3. Conducts Town Office staff evaluations and reviews other performance evaluations to ensure compliance with Town policy and applicable laws, rules, and procedures.
4. Advises the Board on matters affecting Town employees and volunteers.

Public Relations & Intergovernmental Affairs

5. Works harmoniously with elected and appointed Town officials, the public, public agencies and their staffs, the media, and private organizations.
6. Attends workshops and seminars to enhance municipal knowledge of new and changing issues.

General Assistance & Other Duties

1. Administers general assistance to all persons eligible under RSA 165:1-a and RSA 165:1-c.
2. Performs other related duties as assigned by the Board.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge

- A. Principles and practices of public administration and financial management.
- B. Functions, organization, and operations of all Town departments.
- C. Town policies and procedures, ordinances, and applicable state and federal statutes.
- D. Governmental accounting principles, budget preparation, and audit procedures.
- E. Research methods and techniques.
- F. NH RSA statutes relevant to municipal government, including RSA 91-A (Right-to-Know Law).

Skills

- A. Planning, organizing, analyzing, decision-making, and problem-solving.
- B. Public and interpersonal relations.
- C. Performing analytical operations and managing multiple concurrent projects.
- D. Operating general office equipment, including computers, facsimile machines, calculators, copiers, and printers.
- E. Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and municipal software systems.

Abilities

- A. Communicate effectively, both verbally and in writing.
- B. Plan, supervise, and evaluate the work of professional and support personnel.
- C. Delegate responsibility appropriately.
- D. Negotiate and resolve disputes effectively.
- E. Exercise creativity and initiative in resolving Town problems and issues.
- F. Establish and maintain effective working relationships with employees, Town officials, the business community, the general public, and state, regional, and federal officials.
- G. Maintain the confidentiality of sensitive personnel, legal, and financial information.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

This position is primarily performed in an office setting. There are everyday risks and discomforts that require normal safety precautions typical of office environments. The role may require some lifting and carrying of items up to 25 lbs., as well as reaching, bending, and hand manipulation. Frequent talking, hearing, and visual concentration are required. Evening meetings with the Board or other municipal bodies are expected.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of an associate's or bachelor's degree in business, public administration, municipal accounting/finance, or a related field.
- A minimum of three (3) years of progressively responsible administrative support experience, preferably in municipal government; or any equivalent combination of education and experience demonstrating possession of the required knowledge, skills, and abilities.
- Working knowledge of Microsoft Office Suite; experience with municipal financial or records management software is preferred.
- Must possess or obtain working knowledge of New Hampshire RSA statutes relevant to municipal operations.

POSTING & APPLICATION INFORMATION

Position Status: This position will remain **open until filled**. Applications are reviewed as they are received, and the Town of Center Harbor reserves the right to close the posting at any time.

How to Apply: Applicants must complete the Town of Center Harbor **Employment Application**, available at www.centerharbornh.gov/pages/employment-volunteer, and submit it with a cover letter, résumé, and three professional references. Submit materials by email to **selectmen@centerharbornh.gov** or by mail to: Town of Center Harbor, Selectmen's Office, PO Box 140, Center Harbor, NH 03226. Applicants who need the application in another format may contact the Town Office at 603-253-4561.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Center Harbor is an Equal Opportunity Employer. The Town does not discriminate in recruitment, hiring, promotion, compensation, discipline, or any other term or condition of employment on the basis of race, color, creed, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, marital status, familial status, physical or mental disability, genetic information, or any other characteristic protected by federal or New Hampshire law, including RSA 354-A. Qualified applicants of every background are encouraged to apply.

REASONABLE ACCOMMODATION

In accordance with the Americans with Disabilities Act (ADA) and New Hampshire law, the Town will provide reasonable accommodation to qualified individuals with disabilities, both during the application and interview process and in performing the essential functions of the position, unless doing so would impose an undue hardship. Applicants who need an accommodation should contact the Town Office. The physical requirements described in this job description are representative and may be adjusted through reasonable accommodation.

MILITARY SERVICE

The Town welcomes applications from veterans, members of the armed forces, and military spouses. Military service and training will be considered in evaluating an applicant's qualifications.

CONDITIONS OF EMPLOYMENT

- Any offer of employment is conditional upon verification of identity and eligibility to work in the United States (Form I-9) and satisfactory completion of a **background check**, including a criminal records check, as permitted by law. Applicants will be asked to authorize the background check, and may also be subject to reference checks.
- Inquiries about arrests or convictions will be made only as permitted by RSA 651:5 and other applicable law. A criminal record is not an automatic bar to employment; it will be considered in relation to the duties of the position.
- Application materials may be subject to disclosure under the NH Right-to-Know Law (RSA 91-A) to the extent required by law.
- The Town reserves the right to reject any or all applications, to modify or withdraw this posting, and to revise this job description as the needs of the Town require.

Adopted and Effective: September 30, 2026 *Approved by the Board of Selectmen*

— End of Document —