Part Time Office Position

Seeking self motivated, reliable individual with the ability to work with the public and as a team player. Duties include customer service, accounts payable, general office, and assisting with various municipal duties. Knowledge of double entry system necessary. Must have working knowledge of Excel and Word. Approximately 20 hours per week. Wage commensurate with experience ($12.00-$15.00) Send resume no later than October 22, 2021 to: Village of Bristol Attn: Randy Kerkman, 19801 83rd Street, Bristol WI, 53104.