



TOWN OF GREENBURGH

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<http://www.greenburghny.com>

JOB ANNOUNCEMENT **TOWN COMPTROLLER***

**This position is appointed by the Town Supervisor and Town Council Members and does not require a Civil Service examination.*

As the Department head, the Town Comptroller is accountable for the overall financial management of the Town and its Town Operated districts. Responsibilities include the prescription and application of procedures in the auditing of financial accounts, examination of claims and receipts and the authorization of claims. The Town Comptroller is under the supervision of the Town Supervisor and the Town Council.

Job Group: Management

Annual Salary: \$180,000 - \$195,000 DOE

In addition to a competitive salary, our compensation package includes comprehensive benefits, including medical, dental, vision, flexible spending account (FSA), deferred compensation, 13.5 paid holidays, 1 sick day a month (unlimited sick accruals), 4 weeks' vacation (annually) and membership in the New York State Retirement System.

Please submit a cover letter and resume to personnel@greenburghny.com.

Important: Please indicate Town Comptroller Position in the subject line of your e-mail.

Description/Examples of Work (Illustrative Only):

- Prepares the Town operating and capital budget. Plans short and long term financing of capital projects and consults with bank officials and bonding attorneys. Manages the financing of the Town's capital projects and debt service administration.
- Confers and consults with Town officials on formulation of fiscal policy.
- Provides financial reporting to Town management. Prepares and plans annual Town audit. Oversees the issuance of any external monthly, quarterly and annual filings for any local, state and/or federal requirements.
- Manages payroll and benefits for all town employees.
- Undertakes special financial studies for the Town Board. Makes short and long-term financial projections based on studies undertaken.
- Interprets statistical and financial statements and renders reports and opinions of it to the Town Board.
- Maintains accounting of all Town receipts and disbursements, audits claims, and may sign checks. Advises other departments on proper government accounting procedures.

Required Knowledge, Skills, Abilities and Attributes:

Working knowledge of state and federal law as it pertains to the fiscal management of Towns in the State of New York. Thorough of financial and accounting practices and methods involved in

the receipt, investment and disbursement of municipal funds. Able to present ideas effectively, either orally or in writing. Prior supervisory experience, work history with a high degree of integrity and the ability to make sound judgements.

(a) Bachelor's degree in Accounting, Business or Public Administration or allied fields and minimum four (4) years of governmental accounting experience two (2) of which must have been in a supervisory or administrative capacity. **(b)** Master's degree in any of the fields listed in (a) and three (3) years' experience as stated in (a) including two (2) years of specialized experience.

CPA designation, strong computer skills, working knowledge of municipal accounting systems (i.e.: Munis) a plus.

The Town of Greenburgh is an Equal Opportunity Employer. It is the policy of the Town of Greenburgh to provide for and promote the equal opportunity of employment, compensation, and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.