

TOWN COMPTROLLER

Comptroller's Office/Town of Clarkstown New City, NY

Availability May 13, 2024 Salary \$160,000. To \$165,000

JOB DESCRIPTION

This is responsible work of a difficult nature involving a responsibility for examining claims and authorizing their payment, as enumerated in Section 34 of New York State Town Law. The work is performed according to a prescribed routine and is under the general direction of the Town Board, with work subject to direct check by the State Comptroller. Does related work as required.

Job duties may include but not limited to:

Prepares and executes the Town Budget

Maintains accounting of all Town receipts and disbursements, audits claims and may sign checks

Plans short and long-term financing of capital project; consults with bank officials and bonding attorneys

Confers and consults with Town officials on formulation of Town fiscal policies

Undertakes special financial studies for the Town Board

Makes short and long-term financial projections based on studies undertaken

Interprets statistical and financial statements; renders reports and opinions of same to Town Board

Advises other departments of proper accounting techniques

Supervises the maintenance of records of town indebtedness

Oversees the issuance of any Federal or State Financial reports

Maintains relationship with Town Bond Council & Financial Advisor & oversees issuance of serial bonds

Required Knowledge, Skills, Abilities, and Attributes: Working knowledge of the law as it pertains to towns in the State of New York; working knowledge of financial and accounting practices and methods involved in the receipt, investment, and disbursement of municipal funds; ability to present ideas effectively, either orally or in writing; ability to supervise a staff of administrative, accounting and clerical employees; a high degree of integrity; good judgment.

Bachelor's degree in Accounting, Business, Public Administration or a Master's degree in one of those disciplines. CPA preferred

Please send resume and cover letter to Personnel Administrator Fran Hunt: f.hunt@clarkstown.gov