

# CITY OF GLEN COVE

# EMPLOYMENT OPPORTUNITY

THE CITY OF GLEN COVE  
is actively recruiting for the position of

## CITY CONTROLLER

**Salary:** \$130,000 (Depending on experience – plus excellent benefits)

**Jurisdictional Classification:** Exempt Class – Serves at the pleasure of the Mayor

**Powers and Duties as Delineated in the City of Glen Cove Charter:**

The Controller shall be appointed by the Mayor with the consent of the City Council and shall have the following powers and duties as head of the Department of Finance:

- A. To be the chief fiscal officer of the city.
- B. To act as custodian of all public moneys collected within the city or paid to the city.
- C. To collect taxes, assessments, water rents, sewer rents, rents and all other moneys due to the city except that payments made to other offices, agencies, boards or commissions shall be turned over to the Controller monthly or at such other intervals as provided by law or ordinance.
- D. To act as city auditor. Audit all bills, claims and demands for payment against the city and perform any other internal audit necessary to protect the integrity of the internal controls of the city.
- E. To make monthly written reports at regular meetings of the City Council of the receipts, disbursements and cash balances of the city accounts and any special reports upon the request of any members.
- F. To disburse the city funds upon receipt of a signed Warrant of the City Council.
- G. To assist the Mayor in the preparation of the city budget and exercise financial budgetary control over such budget.
- H. To maintain a general accounting system that provides for financial budgetary information for the separate accounts of appropriation and estimated revenues.
- I. To give a bond to the city for the faithful performance of his or her duties, to be approved by the Mayor.
- J. To make all arrangements for the issuance of city bonds and notes as authorized by the City Council.
- K. To maintain a central payroll system.

**Qualifications:**

While exempt class positions have no stated minimum qualifications, the City is seeking candidates with sufficient years of municipal finance experience and a bachelor's degree in a relevant field. Candidates with experience using the Tyler Munis financial management software are also preferred. CPAs are also preferred (although not required).

**To Apply:**

Please send résumés to the Glen Cove Personnel Office by email to [jwcharon@cityofglencoveny.org](mailto:jwcharon@cityofglencoveny.org).

*The City of Glen Cove is an Equal Opportunity/Affirmative Action Employer*

<http://www.glencove-li.us/>