



JOB ANNOUNCEMENT – DEPUTY CITY TREASURER

Posting Date: April 19, 2022

The City of Middletown is seeking an experienced well-organized individual to serve as the Deputy Treasurer.

Salary & Benefits:

Salary to Commensurate with skills, education and experience. A generous benefit package is also included.

Duties and Responsibilities:

The Deputy Treasurer is responsible for monitoring and oversight of various financial functions and internal controls within the City's Finance Department, and acts on behalf of the Treasurer in her absence.

Those functions include investment management, internal audit, cash receipts and disbursements, financial systems controls, report queries and preparation, oversight of cash receipts and revenue accounting, payroll and accounts payable, and day-to-day office management. The Deputy supports the annual independent financial audit and interacts with the external Financial Consultants during annual borrowings.

Effectively supervises employees of the Finance Department.

Education and Experience Requirements:

Candidates should have experience in accounting for government financial transactions, knowledge of GAAP and GASB pronouncements, a background in financial systems controls, implementation and management, and an understanding of internal controls to ensure compliance as mandated by local, state and federal authorities.

In addition, the Candidate should possess strong interpersonal skills, advanced Excel skills, and excellent written and verbal communication skills.

An in-depth knowledge of government accounting is required, with a minimum of five (5) years of recent work in accounting, and three (3) years of fund accounting and supervisory experience.

Applicants should possess a Bachelor's Degree in Accounting or Finance.

Qualified candidates must submit a letter of interest and resume by email no later than April 30, 2022 to:

Kkelly@middletown-ny.com