



**840 Main Street
Peekskill, New York 10566**

**Office: (914) 737-3400
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VACANCY FOR (CITY) COMPTROLLER

Salary: Commensurate with experience

The City of Peekskill, located in Westchester County, is seeking a full-time (City) Comptroller. The Comptroller is responsible for directing the financial and accounting activities for the City of Peekskill. Please see the attached job description for a complete list of duties and responsibilities.

Applicants must submit a Letter of Interest, City of Peekskill Application and Resume to the City of Peekskill Human Resources Department, 840 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail (jduncan@cityofpeekskill.com). Employment Applications can be obtained the City's website www.cityofpeekskill.com

There are no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been City of Peekskill residents for at least 30 days prior to the effective date of appointment.

The City of Peekskill is an Equal Opportunity Employer.



CITY OF PEEKSKILL JOB DESCRIPTION
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<i>Job Title:</i>	(City) Comptroller	<i>Department:</i>	Finance
<i>Position Number:</i>		<i>Department Number:</i>	
<i>Reports to:</i>	City Manager	<i>Civil Service Classification:</i>	Unclassified
<i>Prepared by:</i>	City of Peekskill Department of Human Resources	<i>Employment Status:</i>	Full-Time
		<i>FLSA Status:</i>	Exempt

JOB SUMMARY

Direct the financial and accounting activities for the City of Peekskill.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manage the daily operations of the Finance Department: Maintain all accounting records using the NYS Uniform System of Accounts pertaining to reconciliations, cash receipts, cash disbursements, and cash transfers for all funds and bank accounts. Supervise and oversee the processing and administration of accounts payable and the City's payroll.
- Ensure compliance with reporting requirements, including preparation of periodic and annual reports (e.g. NYS Annual Update Document, Workers' Compensation Audit, etc.), working with external auditors, and presenting results. Analyze all financial issues relating to proposals and proposed actions, e.g. new purchases, new City policies, elimination of services, etc., and provide input and recommendations to the City Manager. Research and prepare reports as directed by the City Manager on a variety of projects and topics.
- Prepare the annual budget in conjunction with other City officials. Secure budgetary information on employee benefits, insurance, debt service, existing contracts, etc. Supply all pertinent information to departments to initiate the budget process. Assist departments in the development of their budgetary requests. Consolidate budget data. Assist the City Manager with the analysis and development of the preliminary budget. Work with Board Members to fine-tune the proposed budget. Develop appropriate financial summaries for effective presentation of the proposed budget to the City Manager and the public. Attend the public hearing on the budget to answer questions.
- Coordinate City-wide budgetary activities: Work directly with Department Heads in the maintenance of assigned budgets. Supply details and suggestions where needed to assist them in the successful management of departmental finances. Project year end balances for individual accounts as well as fund balances.
- Manage banking services and transactions. Manage City investments and cash flow to ensure the most effective use of funds and return on investments. Bid out Certificates of Deposit with competitive banks to obtain best rates. Identify sources of extra revenues or unexpended expenses to fund emergency or unplanned projects or purchases.
- Manage grants with respect to reimbursement requests, compliance oversight, reporting requirements, and completion.
- Coordinate various purchasing activities: negotiate with vendors; stock, distribute, and maintain inventories of certain City supplies and materials.
- Oversee and perform a variety of tax collection duties for the City of Peekskill including setting tax rates, collecting taxes, and assisting the Corporation Counsel with the In Rem process.

MANAGEMENTJOB DUTIES include, but are not limited to, the following.

- Develop, implement and administer the City's (Department's) short term and long term plans and goals. These short/long term goals are operationalized into monthly and annual work plans.
- Oversee and manage the Department operations, including various divisions/sectors assigned to the Department.
- Oversee the management and supervision of all employees assigned to the Department, including administering the City and Department rules, policies and procedures.
- Oversee the Human Resource (personnel) function at the department level. Ensure that assigned employees are properly orientated and trained thereby ensuring that the City's organizational philosophy is understood and properly carried out within the Department.
- Ensure that the performance of assigned employees is monitored through written evaluations.
- Ensure that assigned employees have acceptable attendance records and that such attendance is monitored on a monthly basis.
- Oversee the preparation of the Department's annual budget and properly administer and carry out the approved Department budget.
- Serve as an advisor to the City Manager and Senior Staff on matters related to Departmental operation. Coordinate with the City Manager on all policy issues related to the Department. Prepare memorandums, resolutions and related items for review by the City Manager.
- Ensure that the goals and objectives established annually by the City Manager are accomplished in a timely and professional manner. This shall include the actual performance of selected goals, while assessing and monitoring the performance of other assigned goals.
- Ensure that there exists an on-going communication with the City Manager and within the City organization. This includes creating a flow of information within the Department as well as within all City Departments. In addition, information must flow from the Department to various external entities. Ensure that the City's communication policy is carried out internally and externally.

SUPERVISORY RESPONSIBILITIES

Directly supervises the clerical and administrative staff assigned to department. Carries out supervisory responsibilities in accordance with the City's policies, procedures and applicable laws. Responsibilities include: making hiring recommendations; making final hiring decisions; planning, scheduling and assigning work; instructing and training staff in proper work methods; reviewing and approving work; conducting performance evaluations; recommending salary adjustments and promotions; making final decisions on promotions; and making recommendations regarding unsatisfactory employees.

MINIMUM QUALIFICATIONS:

(As adopted by the Westchester County Human Resources Department)

No required qualifications as this position is unclassified in accordance with the provisions of Section 35 of the Civil Service Law. However, Westchester County has established the following "*Desirable Acceptable Training and Experience*":

Either (a) graduation from a recognized college or university with a Bachelor's Degree in accounting, finance or closely allied field and six (6) years of professional accounting and auditing experience, two of which must have been in a supervisory or administrative capacity; or (b) Master's Degree in one of the above-mentioned fields and five years of the specified experience, including the two years in a supervisory or administrative capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger or grasp, reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk.

The physical requirements of this position also require the ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or regularly to move objects.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not subject to substantial exposure to adverse environmental conditions.

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the applicable Department Head/supervisor and/or City Manager.
- This job description is intended for the internal use by the City of Peekskill and does not replace the job specification that has been adopted by the Westchester County Human Resources Department.
- This job description does not create a contract of employment, express or implied.