

Town of Islip Community Development Agency (a Component Unit of the Town of Islip)

Chief Financial Officer / Comptroller

Position Available: Immediately

Submit Resume to Agency Contact:

James H. Bowers, Executive Director – jbowers@islipcda.org

Julia E. MacGibbon, Assistant Director – jmacgibbon@islipcda.org

15 Shore Lane, Bayshore, NY 11706 Office: 631-665-1185

<https://islipcda.org/>

- General Information:
 - Agency Budget approximately \$5 million (2022 - approximately \$30 million)
 - Job Hours: 9am – 5pm standard
 - Staff size: 12 excluding CFO

- Salary and benefits:
 - Range \$100,000 - \$145,000 commensurate with experience
 - Retirement – NY State and Local Employees Retirement System
 - Health, Dental, Vision
 - 457 Plan

- Responsibilities
 - Manage accounting records including:
 - Bank Reconciliations
 - General Ledger control and review, monthly reporting
 - Audit support schedules
 - Fiscal Grant Program reporting and requests for funds (IDIS system)
 - Payroll and benefit reporting
 - Budgeting Preparation and Monitoring
 - Human Resources Compliance and Reporting
 - Signatory on Bank Accounts and compliance reporting
 - Assumes responsibilities of Executive Director or Assistant Director in their absence
 - Liaison with Independent Auditor
 - Manage reporting for Related Party – Islip’s Housing Development Fund Company, Inc. (governmental not-for-profit corporation and component unit of the Town of Islip)

- Minimum Requirements
 - Understanding of Governmental Environment specifically:
 - NYS Public Authority Law
 - NYS Comptroller’s Rules and Regulations
 - Federal grant programs HUD and Treasury
 - Understanding of government reporting standards (GASB)
 - 5 years’ experience with auditing or governmental accounting
 - Strong Management and Communication skills
 - Budgeting
 - Reporting to Agency Board, Town Board and Grantor Agencies
 - Human Resources
 - Proficient with Microsoft Office

- Preferred Qualifications
 - Experience with IDIS system, SAGE HMIS
 - Certification or Advance Degree
 - Proficient with SAGE accounting system
 - Experience with Paychecks