

## **TOWN COMPTROLLER**

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

Availability February 1, 2021 Salary \$140,000.

POSTED: Monday, December 21, 2020

CLOSING DATE: Friday, January 29, 2021

### **JOB DESCRIPTION**

This position has the responsibility for the fiscal management of the Town of Clarkstown's finances. Responsibility includes the prescription and application of procedures in the auditing of financial accounts, examination of claims and receipts and the authorization of claims. The Town Comptroller is under the general supervision of the Town Board and Supervisor, and subject to direct audit by the State Comptroller.

### **Job duties may include:**

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 Fran Hunt: [f.hunt@clarkstown.org](mailto:f.hunt@clarkstown.org)