

ACCOUNTING DEPARTMENT

Pamela Barton
Supervising Accountant



TOWN OF GRAND ISLAND

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The Town of Grand Island (TOGI) (near Buffalo, NY in Erie County) is accepting resumes to fill the position of Chief Accountant. As you can see by the letterhead, my current position is Supervising Accountant. I have held this position for over 20 years and would like to retire sometime in 2022. This position is Erie County Civil Service Competitive. Therefore, the position I am vacating is NOT an appointment of the Town Board nor Town Supervisor, and therefore affords all the protections of the Civil Service system. That being said, there is an active civil service list for the positions of Accountant and Supervising Accountant, but not an active list for the position of Chief Accountant. This allows the TOGI the ability to hire qualified applicants from the general public. Once placed in the position provisionally, the incumbent would need to sit for the Erie County Civil Service exam when offered.

Residency Requirements:

- Candidates must have been legal residents of Erie County for at least one month immediately preceding the date of the written test.
- There is NOT a residency requirement in the TOGI, however we do enjoy a residency "hiring preference". This means a TOGI resident only has to compete on the exam with other GI residents, not the entire County.

Distinguishing Features of the Class:

Plans and directs the accounting operations of the municipality. This is an important professional accounting position with responsibility for maintaining financial accounts and funds in accordance with established accounting procedures of the County of Erie, NY as well as local, state, and federal laws and regulations. The incumbent reports to, and acts as, a responsible financial assistant to the Town Supervisor; participates in formulating policies and programs in accounting matters with other departments and outside agencies. Exercises supervision over a number of accounting and clerical personnel.

Typical Work Activities:

- Plans, assigns, and supervises the work of subordinate accounting and clerical staff engaged in all accounting activities performed by the municipality. Insures that all accounting procedures are performed in accordance with the Uniform System of Accounts for municipalities.
- Coordinates external audits of the municipality by County, State, and independent auditors, including preparation of municipal response to audit recommendations.
- Prepares and participates in the preparation of a variety of periodic and special financial reports.
- Assists and advises department heads and the municipality in a broad range of financial and cost problems and counsels them on the fiscal and budgetary implications of specific accounting applications involved.

Full Performance Knowledges, Skills, Abilities and Personal Characteristics:

Comprehensive knowledge of:

- theory and practice of governmental and municipal accounting and auditing
- modern methods of maintaining and checking financial accounts and records
- principles and procedures of single and double entry bookkeeping
- legislation governing maintenance of financial records

Ability to:

- examine account keeping procedures and to install revised accounting systems
- perform complex analyses of accounting records and procedures and prepare detailed reports
- supervise a staff in the preparation and maintenance of financial records and reports
- get along well with others
- possess a high degree of accuracy, sound judgement, initiative and resourcefulness; dependability

Minimum Qualifications:

Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in Business Administration or related field, including or supplemented by twenty-four (24) semester credit hours in accounting and four (4) years of experience in accounting and/or auditing one (1) year of which shall have been in a supervisory capacity.

The TOGI Accounting Department has a variety of responsibilities that cover all funds and departments within the Town of Grand Island as follows:

- Maintaining the General Ledger accounts
- Vouchering and paying of all vendor bills, utilities, and insurances
- Maintaining Bond and BAN schedules and payments
- Administering employee benefits and processing Town payroll
- Preparing and maintaining budgets
- Investing the Town's surplus cash
- Maintaining inventory of the Town's assets and infrastructure

The position offers an excellent comprehensive benefit package. Salary range \$38.13 - \$43.75/hour (\$80-\$91K annually). The position is NOT overtime exempt, so if overtime hours are worked, they are remunerated either in pay or compensatory time at 1.5X.

The ideal candidate would either have worked in a local government setting in a supervisory accounting capacity, or for an auditing firm or agency that had local government responsibility, also with supervisory experience. There is no way around the twenty-four (24) semester credit hours in accounting, they are a requirement to sit for the Erie County Civil Service Accounting Exam(s).

I have truly enjoyed my tenure with the TOGI and have plans to work side by side to train the incumbent for whatever length of time is necessary for a smooth transition. TOGI has experienced financial stability second to none, during my time here, and I have no plans to compromise that excellent record.

Links:

Town website:

www.grand-island.ny.us

Inquiries:

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