



# Town of **Mamaroneck** New York

## **Town Comptroller/Receiver of Taxes**

The Town of Mamaroneck is seeking an experienced municipal Town Comptroller who has an in-depth knowledge of the tax collection process.

The incumbent is appointed by the Town Board and is responsible for the fiscal management of the Town's finances and the collection of taxes that are assessed upon property within the Town. The position reports directly to the Town Administrator, who serves as the Budget Officer, and is subject to direct audit by the State Comptroller.

Following are the major job responsibilities of the position:

- Assists the Town Administrator with preparation and execution of the Town budget;
- Maintains accounting of all Town receipts and disbursements;
- Audits financial accounts and examines claims and receipts;
- Manages the internal auditing process;
- Plans for short and long-term financing of capital projects and consults with bank officials and bonding attorneys;
- Consults with Town officials on formulation of Town fiscal policies and procedures;
- Undertakes financial studies and produces periodic financial reports;
- Formulates short and long-term financial projections based on studies undertaken;
- Interprets statistical and financial statements and renders reports and opinions;
- Advises Town department heads on proper accounting procedures and policies;
- Collects Town, State, County and special district taxes and assessments that are levied or assessed upon taxable property within the Town;
- Supervises the maintenance of the tax rolls and related records and preparation of period and special tax reports and other information;
- Supervises the periodic billing of taxpayers and follow-up of delinquent tax payments.

The incumbent must have a thorough knowledge of the Governmental Accounting Standard Board (GASB) and its statements; knowledge of the laws as they pertain to towns in New York; knowledge of financial and accounting practices and methods involved in the receipt, investment, and disbursement of municipal funds; knowledge of the tax laws and the procedures used in the collection of taxes and assessments and financial recordkeeping related to the collection of taxes. In addition, the incumbent must have the ability to deal effectively with the public; ability to present ideas effectively, as well as explain and communicate information, both orally and in writing;

ability to supervise a staff of administrative, accounting and clerical employees and possess a high degree of integrity and good judgment.

The position requires a Bachelor's Degree in Accounting, Economics, Finance or Public Administration. The incumbent must have a minimum of ten (10) years of experience in municipal finance and supervisory experience. Salary offered will be commensurate with experience.

If qualified and interested in being considered for the position, please forward your resume, along with a cover letter to:

Connie Green O'Donnell  
Deputy Town Administrator  
Town of Mamaroneck  
740 W. Boston Post Road  
Mamaroneck, NY 10543  
CGreenodonnell@TownofMamaroneckNY.org

Applications will be accepted through **Wednesday, January 23, 2019.**

TOWN OF MAMARONECK IS AN EQUAL OPPORTUNITY EMPLOYER.