

The Town of Riverhead is looking for a Principal Accountant to serve in the capacity of Deputy Financial Administrator. The incumbent reports directly to the Financial Administrator and is responsible for coordinating the daily operations of the Finance Department. Responsibilities include:

1. Directing and supervising departmental clerical and technical staff in the review, processing and verification of all charges, claims, demands and accounts for the Town.
2. Directing and supervising the payroll staff, accounts payable and accounting staff and all personnel in the IT department.
3. Signing payment vouchers.
4. Approving staff vacation requests and verifying their time records.
5. Reviewing the operations, accounts and fiscal affairs of all other Town departments pursuant to prevailing laws or regulations, and auditing all income financial transactions to ensure sufficiency and accuracy.
6. Maintaining records and preparing financial reports as required; processing, auditing and approving all disbursements of Town funds.
7. Providing assistance to the Financial Administrator in the issuance of all town indebtedness and the investment of all idle funds.
8. Providing assistance to the Financial Administrator in preparing departmental operating budgets, administering all budget funds and appropriation accounts; preparing and coordinating projected budgetary forecasts for operating and capital improvement needs and performs other such related duties as assigned by the Financial Administrator.

In the absence of the Financial Administrator, the Deputy has the authority to act on his behalf, including but not limited to the preparation of financial reports, presentations to the Town Board and execution of instruments on indebtedness.

This position requires a thorough knowledge of the principles and practices of accounting and the ability to apply this knowledge to work situations and a thorough knowledge of the laws, rules and regulations relating to the administration of the accounting function of a large municipal division. **Required qualifications are: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's degree, which includes or is supplemented by at least twenty-four (24) credits in Accounting and six (6) years of experience as an accountant or auditor. However, possession of a New York State License as a Certified Public Accountant may be substituted for two (2) years of experience as an accountant or auditor.**

The Town of Riverhead offers its employees a competitive benefits package including paid time off, health, dental and vision benefits, a 457(B) plan and a defined pension plan. Salary is \$

Interested parties please submit a resume and letter of intent by applying through the indeed website or to the Town of Riverhead Personnel Department, 200 Howell Avenue, Riverhead, NY 11901.