

NOTICE
(As of March 21, 2022)

POSITION OPENING

In accordance with the Agreement between the Town of Rotterdam and the Town of Rotterdam Unit of the Schenectady County Chapter of the CSEA, Inc., the following position is open:

Job Title

Town Comptroller

Compensation

Commensurate with experience.

The above title is exempt and does not require a competitive examination under Civil Service Law.

Location:

Town of Rotterdam

Qualifications:

See attached Civil Service Job Description.

Possession of a New York State Driver's License, which must be maintained throughout duration of appointment. All interested parties should complete and submit a standard Civil Service application form available on the Town's website at <https://rotterdamny.org/blob/form-files.ashx?ID=2072> Application forms must be filed with the Town Supervisor's Office no later than close of business on April 4, 2022. Applications can be sent via USPS to Town of Rotterdam, Supervisor's Office, 1100 Sunrise Boulevard, Schenectady, New York 12306 or by email to Supervisor@rotterdamny.org

The Town of Rotterdam is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other protected class or category.

cc: Town Supervisor
Town Board
Town Clerk
Comptroller
CSEA President
All Departments

Post this notice in all Town Buildings and Departments

TOWN COMPTROLLER

This position is responsible for all fiscal matters and financial compliances for the Town of Rotterdam and it's Town operated districts including, but not limited to, the supervision and administration of the following:

Accounting and Budgeting Records: Recording of all accounting transactions including cash receipts and disbursements, and payroll expenditures. Auditing of all claims and monitoring of disbursements in accordance with the budget. Supervises staff and advises as to proper accounting methods in compliance with the NY State Comptroller's prescribed Uniform Systems of Accounts.

Financial Statements and Reports: Prepares financial and statistical reports to Town officials, State Comptroller, and regulatory agencies and is responsible for working with NY State and independent auditors.

Town Budget Procedure: Develops the annual Town budget through all required phases; Provides revenue and expenditure estimates and works collaboratively with Department Heads and Town officials to create a budget for presentation and final adoption.

Payroll and Employee Benefits: Administers employee payroll, benefits, staff recruitment and development; Oversees monthly, quarterly and annual filings; Oversees payroll certifications with and serves as the administrative contact person for Civil Service; Manages all Town employee benefits for active and retired employees.

Miscellaneous: Confers and consults with Town officials on formulation of Town fiscal policies; Undertakes special financial studies and makes financial projections for the Town Board; Interprets statistical and financial statement; renders reports and opinions of same to Town Board; Manages Town's package insurance policies; Oversees cash management; Manages debt service and coordinates Note and Bond sales for capital improvements and equipment; performs risk management functions; Assists in the administration of collective bargaining agreements and assists in the negotiation of contracts.

Minimum qualifications:

Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in Accounting, Economics, Business Administration or related field and three (3) years of professional experience in auditing or accounting.

Additional preferred qualifications, abilities and personal characteristics:

Master's Degree from a regionally accredited or New York State registered college or university with a Master's degree in Accounting, Economics, Business Administration or related field and three (5) years of professional experience in auditing or accounting; Working knowledge of Tyler Technologies "MUNIS" payroll and accounting software; Proficient with MS Excel and MS Word; Comprehensive knowledge of the principals and practices of general and governmental accounting and auditing; Good knowledge of the structure, functions and operation of municipal government; Working knowledge of the principles, practices, and objectives of personnel administration; Working knowledge of human resource and benefit law; Good organizational skills; Ability to communicate effectively, both orally and in writing; Ability to enlist the cooperation of others to meet a defined goal; Ability to compose letters, memoranda and reports; Ability to understand and carry out complex oral and written instructions; Ability to work independently, set priorities effectively and withstand interruptions; Tact, courtesy and resourcefulness in dealing with people.