

DEPUTY TOWN COMPTROLLER

TOWN OF VESTAL

3-2-22

The Town of Vestal is currently seeking a qualified person for the position of Deputy Town Comptroller. The successful individual will be responsible for assisting the Town Comptroller with cash management, budget management, financial statement preparation, audit and authorization of expenditures. Duties include month end reconciliation and processing. Responsibilities also include providing oversight and support to a small staff. The ideal candidate will have a bachelor's degree in accounting, business or public administration, including or supplemented by 18 semester credit hours in accounting, and 4 years of accounting or auditing experience involving the maintenance of auditing or double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports. Experience using Munis is a plus and proficiency in Microsoft Excel a must.

Qualified individuals interested in being considered for this position should mail your resume and letter of interest to Nancy Olmstead, Director of Human Resources, Town of Vestal, 605 Vestal Parkway W, Vestal, NY 13850 OR by email to nolmstead@vestalny.com by Friday April 15, 2022. The Town of Vestal is an equal opportunity employer.