

VILLAGE OF FAIRPORT *on the Erie Canal*

RECRUITMENT NOTICE



Clerk/Treasurer

The Village of Fairport (population 5,384) is in search of a Clerk/Treasurer. The Village of Fairport is a mature and progressive community located in Monroe County, New York, approximately eleven (11) miles southeast of downtown Rochester. The Village is surrounded by the Town of Perinton and is adjacent to the neighboring municipalities of Penfield to the North, Pittsford to the West, Egypt and Macedon to the east, and Victor to the South. The Village provides a full range of municipal services including police, fire and municipal electric. The Village of Fairport General Fund has a budget of \$7 million and approximately 60 employees. Fairport Electric operates a budget of \$22 million with approximately 30 employees. The electric service area consists of the Village of Fairport and the surrounding Town of Perinton and has over 18,000 residential and commercial customers.

GENERAL STATEMENT OF DUTIES:

This individual acts as the Village's Chief Financial Officer, reports directly to the Village Manager and is responsible for the administration of all the financial affairs of the Village including the General Fund, Sewer Fund and the Capital Fund. The Electric Fund is managed by the Deputy Village Treasurer/CFO, however all parties are expected to work together and assist one another as required. The Clerk/Treasurer's Office is comprised of a Deputy Village Clerk and an Accounts Payable Clerk.

DISTINGUISHING FEATURES OF THE CLASS:

This individual is responsible for the development of all financial policies of the Village subject to approval of the Village Manager and the Village Board. Responsibilities include all Village financial operations including accounting, budgeting, payroll and related benefit programs, cash management, purchasing, accounts payable, insurance and debt issues. This individual is responsible for preparing monthly financial reports to the Village Board, annual financial

statements in accordance with general accepted governmental accounting principles (GAGAP), and official statements in support of Village debt issuance.

EXAMPLES OF WORK; (Illustrative Only):

Acts as custodian of all monies requiring deposit and disbursement in connection with the general operation of the Village; Prepares or supervises the preparation of all financial statements and reports; Plans and supervises the work of departmental employees; Responsible for preparation, development and administration of Village wide and departmental budgets and implements budgetary controls over all appropriations and approval over all expenditures and commitments as to sufficiency of funds, including preparing budgetary transfers as appropriate for Village Board approval; Prepares the forecast of funds needed for personnel, equipment, materials and supplies; Develops and installs accounting procedures and internal control systems; Maintains control over the management of Village indebtedness; Oversees the timely filing of all financial reports to New York State and federal government agencies; Responsible for the preparation of appropriate financial records and supporting details to assist independent auditors in their audit of the Village financial records; Prepares appropriate documents for official statements and presentations to rating agencies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrates an expert understanding of current generally accepted governmental accounting principles as promulgated by GASB; Modern practices for the development, administration and control of municipal operating, capital budgets and grant funds; Demonstrates an ability in performing strategic planning, solving complex problems, and addressing the financial activities of the Village; Good knowledge of the laws, regulations, procedures and policies as they relate to local government finances in New York State; Ability to prepare and present written and computer generated financial reports; Ability to communicate with both Village personnel and the public, both in writing and orally; Good knowledge of the Office of the NYS Comptroller Local Government Accounting & Reporting Manual. Working knowledge of automated systems software, including payroll systems and KVS municipal accounting and budgeting systems, and Microsoft Office applications; Ability to supervise staff and establish and maintain effective working relationships with others. The Village is in the process of implementing "OpenGov", a new budgeting and financial software system that will configure budgetary analysis in a more open and transparent platform. The selected candidate will be responsible for the continued implementation and integration of this system.

MINIMUM QUALIFICATIONS: EITHER;

- A. Master's Degree in Finance, Accounting, Business Administration, Public Administration, Economics or closely related field AND three years of municipal government or public sector finance experience in a supervisory capacity, or;
- B. Bachelor's Degree in Finance, Accounting, Business Administration, Public Administration or Economics or closely related field AND four years of municipal government or public sector finance experience in a supervisory capacity.
- C. An equivalent combination of training and experience as defined by the limits of A & B above.

*Possession of a Certified Public Accountant's License is strongly preferred.

The successful candidate will have exceptional interpersonal skills with the ability to interact and socialize with the general public, staff and elected official. The Village of Fairport is looking for leaders, not managers. Must have demonstrated experience in participatory and collaborative work environments and must be able to effectively communicate and delegate while working in a team environment. Candidate must also mentor, cross-train and promote his/her peers and colleagues to maximize the full potential of the work group. Customer service is the number one priority with a focus on internal and external customers equally. Individuals with a good sense of humor and social skills will be most successful in this office environment is a must.

The starting salary range is \$65K-85K depending upon qualifications and experience along with a highly competitive benefits package. Interested applicants should submit a professional cover letter and resume to Bryan L. White, Village Manager, 31 South Main Street, Fairport, New York 14450. This position is open until filled; however, interested applicants are encouraged to apply by Monday, January 14, 2019. For more information, please contact Bryan L. White, at blw@fairportny.com or 585-421-3201. We look forward to having you as a member of our team!