VILLAGE COMPTROLLER- VILLAGE OF ROCKVILLE CENTRE

The Finance Officer is responsible for overseeing the Village of Rockville Centre's accounting, budgeting, and treasury functions, including a variety of routine and complex transactions, analytical, administrative, financial and technical records and to assist in preparing, reviewing and maintaining the Village's operating and capital budgets (for all funds including water and electric utilities). This position is responsible for the general oversight of the fiscal affairs of a municipality. The incumbent works under the supervision of the Village Administrator and is appointed by the Mayor and Board of Trustees.

Annual Salary $130,000-$150,000 with a competitive benefit package

WORK ACTIVITIES:

- Maintains records of appropriations, encumbrances, and expenditures, and prescribes approved methods of accounting for all units of local government;
- Certifies the availability of funds for all requisitions, contracts, purchase orders and other documents for which the municipality incurs financial obligations;
- Supervises/manages the treasury, accounting, purchasing, tax, and billing departments; including training and staff development.
- Audits and certifies for payment all lawful claims or charges;
- Manages audits of financial records and accounts of all units of the government;
- Directs the annual year-end financial system closeout process ensuring all general ledger reconcilement, accruals, and annual year-end adjustments and entries are accurate and complete.
- Ensures timely payment of all debt/bond obligations.
- Assists with training on budget preparation and financial compliance; makes recommendations to resolve issues and improve procedures, processes and accountability related to financial matters throughout the Village.

MINIMUM REQUIREMENTS:

Bachelor's degree from an accredited college or university with major in accounting. Strongly preferred Ten (10) years of accounting experience with Two (2) years of experience in governmental or equivalent accounting environment. Five (5) years of the required experience must have been in a supervisory capacity.

Please email resume to Fran Graziano at fgraziano@rvcny.us if you are interested

10/17/2016